



Western Cass Fire Protection District  
Minutes from the Regular Session  
April 21, 2021 at 7:00 pm  
Fire Headquarters  
5 S. Rogers Rd., Cleveland, MO 64734

Meeting called to order at 7:01 pm.  
The meeting was recorded.

1. Roll call:
  - a) Vice Chairman Terry Magelssen Present
  - b) Treasurer Ed Summer Present
  - c) Director Sue Hosterman Present
  - d) Director Kerri VanMeveren Present
2. There was not any public present.
3. The only change made to tonight's agenda was to eliminate the Executive Session. The remainder of the agenda is still the same.
4. The Pledge of Allegiance was said by all members of the board, the fire chief and secretary.
5. Consent Items
  - a) Consent Agenda
    1. Approval of the 2021.03.17 Regular Session Minutes
    2. Approval of the 2021.03.17 Executive Session Minutes
    3. Approval of the 2021.04.07 Work Session Minutes
    4. Approval of the 2021.04.10 Executive Session Minutes

Treasurer Ed Summer made a motion to approve and accept all of the minutes above in PDF form and uploaded into the cloud along with the districts seal.

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

Motion passed.

5. Notating and Commenting on March 2021 Financial Package.

Director Kerri VanMeveren asked what changes were showing on the financial package from last month.

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Treasurer Ed Summer spoke about the over budget lines in the Buildings and Information Technology sections. These were due to the flooding issues at Station 2 and the Image Trend fee to get the past run info.

Director Kerri VanMeveren asked if there was still money to be sent on the claim for the flood at Station 2. Director Sue Hosterman stated that there could be more insurance money come in after the repairs are complete and the board has the total of all repairs. Treasurer Ed Summer stated he is unsure if there is more insurance claim money coming to the district. Director Sue Hosterman asked if there is a date that the repairs need to be completed by. Chief George Poulignot stated he doesn't have a timeline but is hopeful to have this completed within a year from the claim date.

Director Kerri VanMeveren asked if there is a timeline on when the Cares Act funding needs to be spent. Chief George Poulignot stated he is presenting something to the board later in the meeting to use the Cares Act funding on.

6. Election Results

- a) There was a board member that resigned and the term for that member was up this month. Darvin Schildknecht was the only person to run for the open seat on the fire board.
- b) Vice Chairman Terry Magelssen appointed a committee to approve the meeting minutes for the April and May meetings. The committee consists of the current board members, Vice Chairman Terry Magelssen, Treasurer Ed Summer, Director Sue Hosterman and Director Kerri VanMeveren.

7. Adjourn Sine Die

- a) Vice Chairman Terry Magelssen thanked the entire board for their hard work and working together to get where they are today.

Treasurer Ed Summer made a motion to adjourn Sine Die.

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

Motion passed.

Now all of the board members are directors and have no titles until they are nominated and voted in.

8. Swearing in of new Board Member – Darvin Schildknecht

- a) Oath of Office Administered by the Secretary

9. Call to order of New Board

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10. Roll call:

- |                                 |         |
|---------------------------------|---------|
| a) Director Terry Magelssen     | Present |
| b) Director Ed Summer           | Present |
| c) Director Sue Hosterman       | Present |
| d) Director Kerri VanMeveren    | Present |
| e) Director Darvin Schildknecht | Present |

11. Election of Board Chairman

a) There were nominations taken for the Chairman position. Director Kerri VanMeveren nominated Director Terry Magelssen for Chairman. Director Ed Summer stated that nominations were closed.

- |                              |     |
|------------------------------|-----|
| Director Terry Magelssen     | Aye |
| Director Ed Summer           | Aye |
| Director Sue Hosterman       | Aye |
| Director Kerri VanMeveren    | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

12. Swearing in of New Chairman Terry Magelssen

a) Oath of Office Administered by the Secretary

13. Election of Officers

a) There were nominations taken for the Vice Chairman position. Director Ed Summer nominated Director Sue Hosterman for Vice Chairman. Chairman Terry Magelssen stated that the nominations were closed.

- |                              |     |
|------------------------------|-----|
| Chairman Terry Magelssen     | Aye |
| Director Ed Summer           | Aye |
| Director Sue Hosterman       | Aye |
| Director Kerri VanMeveren    | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

14. Swearing in of New Vice Chairman Sue Hosterman

a) Oath of Office Administered by the Secretary

15. Election of Officers

a) There were nominations taken for the Treasurer position. Director Darvin Schildknecht nominated Director Kerri VanMeveren. Vice Chairman Sue Hosterman nominated Director Ed Summer. Director Darvin Schildknecht stated that the nominations were closed. There was a roll call vote for the nomination for the Treasurer position for Director Kerri VanMeveren first.

- |                             |     |
|-----------------------------|-----|
| Chairman Terry Magelssen    | Aye |
| Director Ed Summer          | Nay |
| Vice Chairman Sue Hosterman | Nay |
| Director Kerri VanMeveren   | Aye |

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Director Darvin Schildknecht                      Aye  
Motion passed.

16. Swearing in of New Treasurer Kerri VanMeveren
  - a) Oath of Office Administered by the Secretary
  
17. New Business
  - a) Chairman Terry Magelssen pinned the badge on Fire Chief George Poulignot.
  - b) Swearing in of New Fire Chief George Poulignot
    1. Oath of Office Administered by the Secretary
  
18. Reports
  - a) Chairman Terry Magelssen stated that the encrypted data from Image Trend is now in PDF form and ready to be downloaded and uploaded to the OneDrive. Chief George Poulignot is working on this.

Chairman Terry Magelssen stated that the Smart Pro contract has been signed and they are very eager to start working with the fire district.

Chairman Terry Magelssen stated that he will be out three to six weeks starting May 4, 2021.

b) Director Ed Summer had nothing to report.

c) Vice Chairman Sue Hosterman stated she is still working on the bonds for the board members. She sent the district's attorney, Frank, an email to see what he recommends since she has been unable to resolve the bond matter with the insurance company.

Vice Chairman Sue Hosterman stated she thinks that the district is in need of a medical director. Chairman Terry Magelssen agreed and asked Chief George Poulignot to move this up on this to-do list. Treasurer Kerri VanMeveren asked if Vice Chairman Sue Hosterman had spoken with Chief Sapp and she stated she had, and Chief Sapp said at first there would be no charge for a medical director. Vice Chairman Sue Hosterman stated she was not sure if that was still true. Chief George Poulignot is going to be working on obtaining a medical director. Director Ed Summer stated there is \$500.00 budgeted for a medical director this year.

d) Treasurer Kerri VanMeveren stated that she is ready to get Smart Pro going. She said there will be an overlap in Smart Pro services and our current services, so we still continue to have access to our OneDrive and nothing is interrupted. She stated that data transfer is at the end of the process with Smart Pro. Chairman Terry Magelssen stated he would reach out to Smart Pro to see where the starting point is going to be. Chairman Terry Magelssen stated he would like to have a couple members for a focus group for this project with Smart Pro. Chief George Poulignot and Treasurer Kerri VanMeveren stated they can be the focus group. Treasurer Kerri VanMeveren stated that if Smart Pro has any questions that we need to respond in a timely manner so there are no additional costs we were not prepared for. Chairman Terry Magelssen

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asked if this was approximately a 30-day process. Treasurer Kerri VanMeveren stated that the process should be less than that as long as we respond back to them in a timely manner with any questions they may have. She also stated that once we get the OneDrive moved over, we will be able to send links of where the documents are being stored instead of sending the actual documents.

e) Director Darvin Schildknecht had nothing to report.

19. Treasurer Report

a) Director Ed Summer stated the budget amendment# 2 should be ready for May's meeting.

b) Chairman Terry Magelssen stated that Article 9 of the Policy and Procedures Manual is high level and needs attention sooner than later. Treasurer Kerri VanMeveren asked what changes were made to Article 9. Chairman Terry Magelssen explained to Director Darvin Schildknecht that the By Laws were rescind and repealed and are now included in the Policy and Procedures Manual. Chief George Poulignot went over the changes that were made within Article 9. Treasurer Kerri VanMeveren is going to have the billing for all vendors go to electronic billing. She spoke with Chief George Poulignot about having one email that the billing will go to and that email will forward out to her and the Chief. Chief George Poulignot stated that he will have "read only" access to the bank account so he can see when payments post and if vendors have questions about payment, he can advise without taking a few days to get the information. Chief George Poulignot stated that names of financial institutions should not be named in the Policy and Procedures Manual in case the district changes institutions.

20. Fire Chief's Report

a) Chief George Poulignot spoke about using the Cares Act Funding for a washer extractor that will properly clean the fire fighters bunker gear after each fire. It is found that the carcinogens from the fire are causing harm to the fire fighters if these don't get properly cleaned. Chief George Poulignot stated that the district has \$15,484.00 in the Cares Act Funding that can be used. He stated that the laundry area scope of work would run over approximately \$2,100.00 from the Cares Act Funding that the district has. Treasurer Kerri VanMeveren stated it would be helpful to see a breakdown of the costs line by line. Chief George Poulignot will have this ready for the board to see by the next meeting. Vice Chairman Sue Hosterman asked if 3 bids were needed since this project is over \$10,000.00. Director Ed Summer asked the same question. He did state that there are two parts to this project; equipment purchase and construction. Chairman Terry Magelssen stated that the time is running out on using the Cares Act Funding. Treasurer Kerri VanMeveren stated she will start checking on how long the time frame of the Cares Act Funding can be used. Treasurer Kerri VanMeveren asked Chief George Poulignot what the cost of just the extractor is. He said the extractor, needed accessories and installation is right at \$9,800.00. Treasurer Kerri VanMeveren asked about how long the extractor should last and what kind of warranty is offered. Chief George Poulignot stated that the extractor should last 20 years and that there is a five-year limited warranty. Chief George Poulignot stated that other districts have not had any issues with their extractors, and they have a higher usage of it. Treasurer Kerri VanMeveren asked if the district will need to budget for parts and labor as the

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extractor gets older and out of warranty. Chairman Terry Magelssen agreed with Chief, saying there is very little maintenance on the extractors. Chairman Terry Magelssen stated that they will need to get the electrical and upgrades completed on Station 1 before the extractor can be installed and used.

Chief George Poulignot stated that there are fire extinguishers that are in need of service. He stated that about a half dozen of them need to be filled, so the cost of this service will be higher. Vice Chairman Sue Hosterman stated that she is familiar with A&A out of Raymore, Missouri and they are good. She stated that she would send the contact information for them to Chief George Poulignot.

Treasurer Kerri VanMeveren asked Chief George Poulignot where they were at on getting the locks changed for his office and the board office at Station 2. Chief George Poulignot stated that the company he was working with still has not provided a price for the locks. Chairman Terry Magelssen stated that they can change the lock on the Chief's office for now. Chief George Poulignot will be working on this.

21. Final Comments

a) Director Ed Summer stated there needs to be a transition to the new Treasurer. He said the minutes need to include the resolution on this.

A motion was made to transfer the title of Treasurer and all duties of the Treasurer from Ed Summer to Kerri VanMeveren.

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

Motion passed.

A motion to add Director Darvin Schildknecht as a check card signer at Community Bank of Raymore, Missouri.

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

Motion passed.

Director Darvin Schildknecht made a motion to adjourn from tonight's meeting.

Adjourn from the regular session meeting at 9:03 pm.