



Western Cass Fire Protection District  
Minutes from the Work Session  
August 4, 2021 at 7:00 pm  
Fire Headquarters  
5 S. Rogers Rd., Cleveland, MO 64734

1. Meeting called to order at 7:02 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 Kevin Collins was present.
- 4.5. Chairman Terry Magelssen stated that he needed to add item e) Extractor Project to the New Business portion of the agenda.
5. Reports
  - a) Chairman Terry Magelssen stated that he continues to work on the Policy and Procedures Manual.

Chairman Terry Magelssen stated that he received a letter of resignation from Director Ed Summer. He will be retrieving all the district's items from Director Ed Summer tomorrow.

Chairman Terry Magelssen stated that he is working on prioritizing things that need to be done at both stations.

Chairman Terry Magelssen stated that he had a conversation with SmartPro for more ideas for the Teams meetings.
  - b) Vice Chairman Sue Hosterman stated that she had nothing to report.
  - c) Treasurer Kerri VanMeveren stated that she had three items to report, two are short and the other she will leave for the end so the board can discuss.

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Treasurer Kerri VanMeveren stated that she finally heard back from Sunoco Gas Station on a charge account for the district. She and Chief George Poulignot had discussed this some time back. It has taken awhile for her to receive a call back. Sunoco Gas Station said they would have to see what protocols they have for tax exempt fuel accounts since tax is included in the price of fuel. Chief George Poulignot stated that the current WEX Fuel Card the district uses is tax exempt.

Treasurer Kerri VanMeveren stated the draft notice for the tax levy was sent to Chairman Terry Magelssen and it was ready to go to print in the North Cass Herald once he approved. Chairman Terry Magelssen reviewed this during the meeting and approved it to be sent on to publish in the North Cass Herald. Chairman Terry Magelssen asked if the Tax Levy meeting needs to be recorded. Director Darvin Schildknecht stated that he thought the meeting needs to be recorded.

Treasurer Kerri VanMeveren stated that McCoy Accounting is increasing their monthly fees due to the extra work and research. She stated that Fallon at Community Bank said the district could save some money and have more control in the checks and balances part if they use the banks service for bill paying. Treasurer Kerri VanMeveren stated that one or more board members would set up the bills to be paid but would not have the authority to pay the bills. She stated that Chief George Poulignot's role would stay the same. He would continue to receive, code and upload the bills in the Teams folder. Then a board member would look at and either approve or reject the bills. The board members would be responsible for vendors set up for payment. A profile would need to be set up, set a date, and enter the amount that matches the bill/invoice. Then the Treasurer can go in and release the funds. This still provides the layer of checks and balances that are needed for the district. This will also save money by not having McCoy Accounting issue the checks. There will always be some one-offs that will happen, but the district can order paper checks and have a two-signature check for these vendors like they have done in the past. McCoy has been complaining about all the extra work with the online bill pay and going in to zero out their accounting system. This will eliminate that extra time and charges from them. Treasurer Kerri VanMeveren stated that they have not received an updated contract from McCoy Accounting. Chairman Terry Magelssen then explained what Treasurer Kerri VanMeveren talked about in her report so that everyone in-person could hear. Treasurer Kerri VanMeveren stated that the process in Teams needs to continue. She stated that once the vendor is set up there isn't much more to do, just to release the funds. She stated that keeping track in Teams keeps the documentation that is needed. Treasurer Kerri VanMeveren stated that the extra charges from McCoy were sent out in a bill and Chief George Poulignot uploaded the bill and didn't recognize the charges since they were not the same as the monthly charges. He rejected this and Treasurer Kerri VanMeveren can further review this. She stated that it didn't just get pushed through the review process for payment, this was handled correctly. Treasurer Kerri VanMeveren stated that the bill pay process through the back will require paperwork to be filled out. She will get this paperwork if the board approves this service.

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- d) Director Ed Summer was absent. Chairman Terry Magelssen stated he has the letter of resignation from Director Ed Summer. He stated that any other discussion should be done in the Executive Session.
- e) Director Darvin Schildknecht stated he didn't have anything to report.
- f) Chief George Poulignot stated that he emailed the monthly Chief's report for the last month.

Chief George Poulignot stated that they were able to assist a structure fire in Drexel. WCFPD got good reports on their assistance

Chief George Poulignot stated they sent an Engine to the Cass County Fair for the motocross event.

Chief George Poulignot stated that the fleet maintenance was sent out to the board on July 12, 2021. He stated that this is just a master lift of what is going on with the fleet.

Chief George Poulignot stated that the repairs to the radiator in Engine 1 and the Extractor project needs to be dealt with soon.

6. New Business

- a) Conceptual Drawings for RFP for Remodel at Station 2
  - 1) Chairman Terry Magelssen stated that this would be dealt with soon.
- b) Cyber Insurance Coverage
  - 1) Chairman Terry Magelssen asked where the district was on the Cyber Coverage. Vice Chairman Sue Hosterman stated that the district does have the coverage, but they need to discuss that it is enough coverage. Chief George Poulignot stated that the insurance company was looking for the Bond payment. He stated that he submitted that on May 20, 2021. He sent an email to Treasurer Kerri VanMeveren to research that this payment was made.
- c) Article 9 Amendment
  - 1) Chairman Terry Magelssen stated that he was not ready to present anything to the board on the language for the process on purchases made by the board members.

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7. Miscellaneous

- a) Chairman Terry Magelssen asked Chief George Poulignot to speak about the apparatuses that are out of service and in need of repairs.
- 1) Chief George Poulignot stated that Engine 1 has been at TransWest for five weeks. Engine 1 has a radiator leak, and it is going to be a costly repair. He stated that the budget does not support this repair at this time. He stated that a budget amendment is necessary for this to be repaired. Chief George Poulignot stated that this puts Engine 2 up and it needs the front tires replaced. He stated that if Engine 2 goes down this leaves the tanker truck. Chief George Poulignot stated that there are only two qualified fire fighters that can run the tanker truck. Chief George Poulignot suggests to get Engine 1 repaired. He stated this will put the repair section over on the budget by \$4,100.00 but that can be fixed later by a budget amendment, just reallocating of funds within the budget. He stated it is a two-part radiator and there are two options for repairs. One being to purchase a new radiator for \$8,000.00 or the other is to rebuild the current radiator and have it reinstalled. Chief George Poulignot is confident this radiator repair will get the truck back in service. He stated that he needs 2 board members to approve this purchase so he can move forward with the repairs. Director Darvin Schildknecht asked how long repairs would take. Chief George Poulignot stated that from start of repair it would take 2-3 weeks. Chief George Poulignot stated that there is a rejection from one board member on this in Teams and the rest of the responses from the board show pending. Treasurer Kerri VanMeveren stated there was not any documentation included with this request and therefore she rejected it. Chief George Poulignot stated there was a three-page document included and Chairman Terry Magelssen verified that there was documentation. Chairman Terry Magelssen asked Treasurer Kerri VanMeveren if she had seen the TransWest quote. Treasurer Kerri VanMeveren stated that they need to be mindful about spending the funds and then taking care of it later. She suggested they do a budget amendment at the next board meeting on just the radiator so this can be repaired. Chairman Terry Magelssen stated they have a front-line engine in the shop for five weeks and his main concern is getting this apparatus repaired and back in service. Chief George Poulignot explained the need for the budget amendment and the need to get Engine 1 back in service as soon as they can. Treasurer Kerri VanMeveren stated she need to see where the funds will be transferred from to the repair line on the budget. Chief George Poulignot stated to take the funds from his pay. Chairman Terry Magelssen stated they can reallocate the funds from the Chief's vehicle line to the repairs line. Director Darvin Schildknecht stated that he agreed with that reallocation of funds. Treasurer Kerri VanMeveren stated to move \$10,000.00 from the Chief's vehicle line and move it to apparatus maintenance. Chairman Terry Magelssen asked what the next hurdle is. Treasurer Kerri VanMeveren said the budget amendment. Chief George Poulignot stated he is not sure if all of the board members understand the approval process. Treasurer Kerri VanMeveren stated that they are not getting all email alerts like they should be. She is contacting SmartPro on this issue. Chairman Terry Magelssen explained the approval process in Teams to Vice Chairman

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Sue Hosterman and Director Darvin Schildknecht. Chairman Terry Magelssen stated he is looking for approval to give Chief the go ahead with repairs on Engine 1. Vice Chairman Sue Hosterman stated she approves to get it done. Director Darvin Schildknecht stated he approves to get it done. Treasurer Kerri VanMeveren stated she approves with documentation.

- b) Chairman Terry Magelssen then spoke about the Extractor Project.
- 1) Chairman Terry Magelssen stated the district has an extractor and it is being stored in a warehouse downtown until Station 1 is ready for this to be installed. He stated that the plumbing and electrical updates are needed for the extractor to be installed. Chief George Poulignot stated he emailed the board all of the bids for the Extractor Project before the meeting. Treasurer Kerri VanMeveren stated that she would like documents in advance for review. Chief George Poulignot just received all documentation that he needed right before he sent out the information. Chairman Terry Magelssen asked Chief to give the give an overview of the project and numbers so they have an idea of what they will be looking at. Chief George Poulignot stated the District received fund from the Cares Act and they used this to purchase an extractor. To support the install of the extractor there needs to be electrical and plumbing updates. He stated the updates should be completed with or without an extractor since they are out of date. He stated there needs to be decontamination area at Station 1. Chief George Poulignot stated that the electricians will come in and replace the electrical box, run lines, and replace the wiring to an existing dryer. He stated the plumbers will increase the supply line to Station 1 and cut the floor for drain lines. He stated that the combination of the contractors, himself, and the fire fighters the work can be done and up to code. Then Lewis Bros can come and install the extractor. Chief George Poulignot stated that an upgrade to the electrical box will help with future upgrades as well. He also stated that the garden hose area needs to be cleaned up and better organized. Chief George Poulignot stated that the extractor project cost is much higher than he originally thought but with the help of himself and the fire fighters it will cut the cost and they can get this done for the original cost he thought. Chief George Poulignot stated that either electrical company is a good choice. He recommends the higher of the bids for the plumber. He said they will meet the needs of the District. He stated that the lower bid for plumber has been very difficult to work with and does not recommend them. Chief George Poulignot stated he thought this project could be completed for \$5,000.00 to \$7,000.00 but he stated this is not the case. Treasurer Kerri VanMeveren asked for the wording to be corrected on the presentation that was sent. Chairman Terry Magelssen stated that Chief has been very busy and that he responded to a non-breather today and did CPR for 26 minutes until Belton arrived. Chairman Terry Magelssen asked what hurdles there are for the Extractor Project including electrical, plumbing, and general contracting. Chairman Terry Magelssen asked if there was a hurdle with the Cares Act money. Treasurer Kerri VanMeveren said yes, the Cares Act money is part of the budget amendment to approve for building upgrades. Director Darvin Schildknecht asked if there was enough Cares Act money to cover the project. Chief George Poulignot stated

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the District received \$30,000.00 for the Cares Act and the project will cost \$25,000.00. Director Darvin Schildknecht asked if they will be hiring a general contractor. Chief George Poulignot stated that they will be doing some of the work themselves to save on costs. Treasurer Kerri VanMeveren asked why there are bids from general contractors if they will be doing some of the work themselves. Chief George Poulignot stated they are purchasing equipment from the general contractors that they will install themselves. Chairman Terry Magelssen stated that they will do the demo and prep, drywall, simple plumbing and electrical themselves. He asked if Chief had a plan of the order the vendors need to come in to get the work completed. Chief George Poulignot responded with, yes. Director Darvin Schildknecht asked if the plumbing upgrade from the contractor is the inlet line to the station. Chairman Terry Magelssen stated this is the line that come out of the concrete into the building. Chairman Terry Magelssen asked Chief what he is looking for to get started. Chief George Poulignot stated that he needs to get the plumber scheduled. Chairman Terry Magelssen stated that a budget amendment is required and asked Treasurer Kerri VanMeveren what needs to happen. Treasurer Kerri VanMeveren stated that a simple budget amendment for \$15,000.00 for the project is what needs to happen. She stated that the project shows a total of \$14,887.83. The plumbing is \$8,425.00, the electrical is \$4,300.00, and the District equipment is \$2,162.83. Treasurer Kerri VanMeveren asked for the documents to be uploaded into Teams for the board's approval. She asked that the bids be put in the same folder for easy access.

- c) Treasurer Kerri VanMeveren stated there would be an Executive Session for Personnel matters for Director Ed Summer's resignation after next weeks regular session meeting.
- d) Chairman Terry Magelssen stated they need to move forward with Station 2 repairs from the flood. He stated they need to make a punch list of what needs to occur. There is insurance money that is waiting and ready to be used for the repairs. Chairman Terry Magelssen asked what hurdles there are to get Station 2 going for residents. Chief George Poulignot stated he wants to get it ready like a hotel for the fire fighters that are interested in living at the station. He stated there needs to be beds, dressers, kitchen appliances and the lighting needs to be updated. He also stated that the air compressor at Station 2 is not working, and neither is the dishwasher. The under the cabinet microwave is not the proper one that needs to be in there. Chief George Poulignot stated it needs to be removed and just a countertop microwave needs to be placed in the kitchen. He stated that if the lighting, air compressor and appliances are taken care of they could get it ready for move ins. He stated they need to make it look good for the young high school graduates that are enrolled in fire school and ready to be out on their own. Treasurer Kerri VanMeveren asked for an itemized list of what is needed for Station 2 to get it going for live ins. Chairman Terry Magelssen stated he would like to see a weekend crew to be able to stay there then get full time people living there. He stated he knows there needs to be a Policy and Procedures Manual for living at Station 2. Treasurer Kerri VanMeveren stated she would like to see a draft form of the Policy and Procedures for this. Chairman Terry Magelssen stated that this can happen simultaneously with getting the station ready. He stated they should have a

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Phase 1 and Phase 2. Phase 1 being to get a weekend crew to stay at the station like they have been at Station 1. Phase 2 being to get people to live full time. Treasurer Kerri VanMeveren stated that once they get an itemized list of what is needed maybe they can find discounted items from places since they are a fire district. Chairman Terry Magelssen stated that Phase 1 needs to be on the fast-track, so they are able to run calls out of Station 2. Chief George Poulignot stated that he would do his best to get the board the itemized statement for what is needed at Station 2 as soon as he can.

- e) Chief George Poulignot stated that inventory of everything at the stations is still in progress and is going well. Fire Fighter Parker Graves is continuing to work on this. He stated that he would like to see production bonuses for fire fighters going above and beyond. Chief George Poulignot stated they have all the information gathered so far in the database and can get the data out with a template they have to create. Treasurer Kerri VanMeveren asked if they will be able to show the state auditors the information they have gathered. Chairman Terry Magelssen stated they could get this information for them once a template is created and the info is downloaded from ImageTrend. Treasurer Kerri VanMeveren stated that they are looking for purchase price and date. Chief George Poulignot stated they are still working on this. He stated this is an overwhelming number of simple things, but Parker Graves is doing a great job and is still requiring some oversight from others.
  - f) Chairman Terry Magelssen stated that the board needs to review the audit report and create a punch list for corrections to the audit deficiencies. He stated it is their responsibility to keep up on what is expected and to have solutions.
  - g) Chairman Terry Magelssen mentioned the bank bill pay services again and to expect more information on this. Treasurer Kerri VanMeveren stated that if anyone needs help getting things scanned in to let her know.
  - h) Chief George Poulignot stated that NIM training is August 11, 2021 at 6:30 pm. Treasurer Kerri VanMeveren asked if there was a virtual option for this training. Chairman Terry Magelssen stated it would be best in-person and Chief George Poulignot agreed. He also mentioned he would like for this to be a team building night. Chairman Terry Magelssen stated they don't have the webcam yet.
8. Adjourn from the work session meeting at 8:40 pm.

