



Western Cass Fire Protection District
Minutes from the Work Session
March 2, 2022 at 07:00 pm
Fire Headquarters
5 S. Rogers Road, Cleveland, Missouri 64734

1. Meeting called to order at 07:00 pm.
This meeting was recorded.

2. Pledge of Allegiance.

3. Roll Call:

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

4. Personal Appearances/Public Comment: John Webb, Marty Hardman, and Monte Olsen

5. Reports

- a) Chairman Terry Magelssen stated that he gathered all the information for the stipends from I Am Responding and got the information to Treasurer Kerri VanMeveren. He stated that only about half of the employees earned a stipend for last month.

Chairman Terry Magelssen stated that he has been able to gather much of the needed information for his transition out of the Chairman seat, including usernames and passwords for I Am Responding and Image Trend.

Chairman Terry Magelssen stated he had a Zoom call with Maria at GetStreamlined on a new website for the District. He stated that Maria took him through what the website could look like. He stated the call was approximately thirty minutes long. Chairman Terry Magelssen stated that GetStreamlined has what the District needs. He stated they know everything that the District needs as well. Get Streamlined has designed many fire district websites. He stated there is a sandbox website where the board members can explore and use the website. He stated that it is not difficult at all, most of it can be drag and drop. He stated there is no special skill needed to use the website. Chairman Terry Magelssen stated that the website will even remind them to upload the agenda for an upcoming meeting. He stated that GetStreamlined takes care of the web design, hosting, development, and troubleshooting. He strongly recommends GetStreamlined. He stated that they could have a website up and running for the District in as little as two weeks. He stated they charge based on the District's Operating Budget. He stated it is \$75.00 per month for an operating budget that is \$50,000.00 to \$250,000.00 per year. Chairman Terry Magelssen stated that they offer

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training for the website as well that is included in the monthly fee. He stated that this would offer the public, Fire Fighters, and Fire Chief everything they want to see. Treasurer Kerri VanMeveren stated that she has a couple of questions. Chairman Terry Magelssen stated that he will have access to the Zoom recording in a couple of days and will share that with the board. Treasurer Kerri VanMeveren asked if there was an option of a shopping cart like Tightwad Fire District's website has for logo gear. Chairman Terry Magelssen stated yes, and that they use Stripe for merchant vendor. Treasurer Kerri VanMeveren stated that given the fact that the District lost the entire website in the past do they manage the domain. Chairman Terry Magelssen stated they do not do the domain side of the website. Monte Olsen stated they will not do this unless they charge a lot. Treasurer Kerri VanMeveren stated they lost the past website because it was tied to one name. She asked Monte what he recommended to register the domain, and so it is not registered only under one name. Monte Olsen stated that when setting up emails he recommends using named emails, for example, Treasurer, Chairman and for them to also have a name email for each member. Treasurer Kerri VanMeveren stated that the secretary and Fire Chief have named emails. John Webb asked if they could get names of other fire district websites that GetStreamlined has hosted. He stated that he agrees with Monte on using titles for emails instead of names. Chairman Terry Magelssen stated they could go to the Get Streamlined website and see the different sites. Chairman Terry Magelssen stated GetStreamlined knew what questions to ask since they deal with fire districts often. Monte Olsen sent the Tightwad Fire District's website in chat for all on the meeting to see. Monte Olsen stated that changes can also be made to the website after it goes live too. Chairman Terry Magelssen stated you can upload agendas, budgets, calendars, and whatever the District wants to be presented on the website. Treasurer Kerri VanMeveren stated she will send the GetStreamlined emails on to John Webb and Marty Hardman.

- b) Vice Chairman Sue Hosterman stated that the District's insurance has been renewed and the insurance company will send the invoice out soon. She stated there can be some changes made on the deductible if they want. She stated that she will send it to Monte to have him look it over to see if there are cost saving opportunities.
- c) Treasurer Kerri VanMeveren stated that she didn't have much to report. She stated that she has been trying to get an update on the 2020 Financial Audit. Treasurer Kerri VanMeveren stated that she finally got ahold of Butch and explained to him that they really need to get the 2020 audit finished so we can get caught up with the 2021 audit. Butch told her that they will get back with Treasurer Kerri VanMeveren no later than next Tuesday.
- d) Director Darvin Schildknecht stated that the doors are finished at Station 1.

Director Darvin Schildknecht stated that the furnace in the southeast corner of Station 2 is not working. He stated that was not a breaker so he called Myers who installed the furnace last year. Myers came out and got the furnace going. There was a 2-amp fuse that was bad. Director Darvin Schildknecht stated that Myers checked the other furnace and it was fine. He stated that he had them look at the thermostats, but they were not able to connect to

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them. Treasurer Kerri VanMeveren stated that Myers could not get connected to the Wifi at Station 2. She stated they need to have them come back out. Director Darvin Schildknecht stated that they need to have Myers come out and services the furnaces at Station 1 and get those thermostats online at both stations.

Director Darvin Schildknecht stated that he is ready to start on the lighting in the kitchen and rooms at Station 1 next.

6. New Business

a) Tuition Reimbursement

- 1) Chairman Terry Magelssen stated that the tuition reimbursement would help the fire fighters pay for training and they would have a contract with the District for a certain amount of time depending on the training that was reimbursed. He stated that he looked at the budget and they have \$2,000.00 budgeted for fire training and \$4,000.00 budgeted for EMS training for 2022. He stated that a basic EMS training class is approximately \$1,000.00. Chairman Terry Magelssen stated that in the past for fire training they usually attend Missouri State summer or winter fire school and that usually is around \$100.00 or \$200.00 per individual for registration and the class. Chairman Terry Magelssen stated that EMS training is very beneficial especially since 80% of the District's calls are EMS. He stated that with the budget now they could pay for three fire fighters to attend EMS training and he would like to see a 2-year contract with those that do attend EMS training and get reimbursement from the District. He stated they could reimburse more fire fighters for the fire training since the classes are much less expensive. Treasurer Kerri VanMeveren stated that tuition reimbursement has been on the agenda a couple times now. She stated that they need to outline a program or implement a program first before they can reimburse for any training. Director Darvin Schildknecht stated they need to get the paperwork in order before reimbursement happens. Vice Chairman Sue Hosterman stated they need to work on plans but she is also okay with reimbursement with a contract with the District. Marty Hardman stated that she attended the Cleveland City Meeting last night and there was talk of all the fire fighters quitting. She stated they need to make sure they have fire fighters before they put a tuition reimbursement policy in place. Chairman Terry Magelssen stated that the tuition reimbursement can be used as a recruiting tool and also could help fire fighters to stay with the District for a certain amount of time. John Webb stated that the idea of tuition reimbursement is excellent. He stated it needs to be put in a word document and sent to the District's attorney so he can look it over. He stated he agrees with the 1-year and 2-year contracts for tuition reimbursement. Treasurer Kerri VanMeveren stated that last year she went to Central Cass Fire District and they have an eligibility contract as well before tuition reimbursement is considered. Monte Olsen stated that he can add this to his task list. He stated that there are programs like what was discussed that are in process already and he agrees that the attorney needs to have a look at the paperwork. Chairman Terry Magelssen asked if Marty Hardman's question was answered. Marty Hardman stated that yes, her question was answered and she thinks getting Monte

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involved is the right step. Chairman Terry Magelssen stated they will postpone this matter and Monte will put this on his task list.

b) Board Member Offboarding/Onboarding

- 1) Chairman Terry Magelssen asked if anyone had anything on this. Treasurer Kerri VanMeveren asked Monte if he had anything. Monte Olsen asked if there was anything that needed to be added to the offboarding list. Monte stated that he would get the onboarding out to the board by the regular session meeting this month. Treasurer Kerri VanMeveren asked Monte Olsen if he had anything for Marty Hardman or John Webb for the onboarding side. Monte Olsen stated that he can send them a board training schedule for the required training they need to complete. He stated they do have one year to complete this training. He also stated there are other training classes that are coming up soon. Chairman Terry Magelssen stated that he thinks the April work session needs to be a rehearsal for the session when the offboarding and onboarding officially take place. John Webb stated they need to address problems they have had before and to cover all issues with passwords and District property. Monte Olsen stated there is a law about records being turned over. John Webb stated that board members cannot refuse to reveal this information. Monte Olsen stated that the Election is April 5, 2022. So, they can have the offboarding and onboarding anytime after April 5, 2022. Monte Olsen shared his screen of what would happen at that meeting and they would declare who has been elected. He stated the old board was adjourned one last time leaving the secretary to start up the next meeting and the secretary will announce the election of the new Chairman. The new Chairman would then elect the secretary, custodian of records, budget office and so on. This meeting could be followed by a closed meeting of the new board, if needed. Treasurer Kerri VanMeveren asked if this meeting date can be modified. Monte Olsen stated that the board can decide when the board can and will meet. Treasurer Kerri VanMeveren asked if there were any thoughts. Chairman Terry Magelssen stated the Election is on April 5, 2022, so they could have session on April 6, 2022, and conduct it as a regular session meeting. Director Darvin Schildknecht, Vice Chairman Sue Hosterman and Treasurer Kerri VanMeveren were all okay with this. Chairman Terry Magelssen stated that April 6, 2022, will be when the board members take their oaths. Treasurer Kerri VanMeveren stated there was a Belton Alderman that was sworn in over Zoom due to Covid regulations. Monte Olsen stated that he will check and see if he is able to notarize over the Teams virtual platform. Treasurer Kerri VanMeveren stated that there is a 1-year term and a 2-year term and it will be a lottery system on which new board members gets what term. Monte Olsen stated that it is best to let the two new board members to decide how they will determine who gets what term, as long as it is deemed fair by the two new board members. He stated it just needs to be a game of chance, something simple. Treasurer Kerri VanMeveren asked Monte if he had any recommendations. Monte Olsen stated that he has seen it done all ways, as long as all seems fair, by chance. Treasurer Kerri VanMeveren asked Marty Hardman and John Webb if they have any questions. Marty Hardman and John Webb both stated they did not have any questions. John Webb stated that just a simple coin

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toss would be fine with him. Monte Olsen stated that creating a new director checklist will be easy. He shared a generic checklist with the board. Monte Olsen stated he sent out the generic checklist and to let him know if there needs to be anything added. He stated that he will compare it with the offboarding checklist. Treasurer Kerri VanMeveren stated that there will need to be resolutions done to get the new board members added to the bank accounts and remove the outgoing board member.

c) Job Description

- 1) Monte Olsen shared the organizational chart. He spoke about what he feels like are necessary job positions the District would benefit from. Monte Olsen stated that a budget officer needs to be appointed as well as a custodian of records. He stated that Treasurer, Chairman, Vice Chairman, Directors, Medical Director, and Secretary are all necessary. He asked with Chris Beal leaving is there any update on a Medical Director. He stated that Western Cass Fire Protection District should not be doing any EMS without a Medical Director. Monte Olsen stated he could reach out to Belton to see about an update. Treasurer Kerri VanMeveren stated it would be awesome if Monte Olsen could do this for them. Director Darvin Schildknecht stated he agrees, it would be best if Monte Olsen handles this. Monte Olsen asked if there was any opposition. There was none from any board members or future board members. Monte Olsen asked if anyone had any changes they wanted to see on the organizational chart. Treasurer Kerri VanMeveren asked how this compares to the Tightwad organizational chart. Monte Olsen stated it is very similar. Treasurer Kerri VanMeveren asked what the QA and QI Coordinator was. Monte Olsen stated the QA and QI Coordinator pulls the runs for EMS and preps the information for the Medical Director. Treasurer Kerri VanMeveren asked what the Facility Manager does. She asked if running the iPads to the Apple Store and printers to the repair shop would be part of the Facility Managers duties. Monte Olsen stated those duties would be more of the District Manager's duties. He stated that a Facility Manager's duties involve building and grounds. Treasurer Kerri VanMeveren asked if Tightwad Fire District has a Facility Manager. Monte Olsen stated no that the Chief is taking care of that. Treasurer Kerri VanMeveren asked what Tightwad Fire District's operating budget was. Monte Olsen stated that it is \$58,000.00. Treasurer Kerri VanMeveren stated that Monte had mentioned Tightwad averages 158 calls per year. Treasurer Kerri VanMeveren stated that during the Missouri State Audit they were asked how pay was determined for the paid employees and how it was determined who received a stipend. Chairman Terry Magelssen stated the fire fighters need eight hours of training and twenty-four hours of shift time per month, if they are out of District, to receive any stipend pay for the month. Treasurer Kerri VanMeveren asked how other District determine what they pay. Monte Olsen stated that the same way Western Cass Fire Protection District figures what they pay is the same as other Districts. Monte Olsen stated that the Personnel Officer or HR is paid \$25.00 per hour at Tightwad Fire District. Treasurer Kerri VanMeveren asked if that person does the paperwork to get employees onboarded. Monte Olsen stated yes. Treasurer Kerri VanMeveren asked if the HR person takes care of the training that is relevant for EMS, fire, and sexual harassment. Monte

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Olsen stated yes. Treasurer Kerri VanMeveren stated great, she likes that. Chairman Terry Magelssen stated that in Image Trend you can see when relicense dates are for training. Monte Olsen asked if that is a subscription that Western Cass Fire Protection District bought. Chairman Terry Magelssen stated yes. Monte Olsen stated that would be something the Personnel Officer would handle. Treasurer Kerri VanMeveren stated that she now has a better understanding on how this fits together. Marty Hardman stated that the organizational chart is self-explanatory and looks good. John Webb stated that it makes sense. Monte Olsen stated that he can provide job descriptions for any positions they need. Monte Olsen asked if Western Cass Fire Protection District has a Fire Marshall. He stated that if they don't put burn bans in place there is not a need for one. Chairman Terry Magelssen stated that if they ever needed a Fire Marshall, they could use a State Fire Marshall. Treasurer Kerri VanMeveren stated that is what she understands to be correct to. She stated that if a Fire Marshall is needed, they will come out if asked. Monte Olsen stated that could be triggered under mutual aide. He stated that a Fire Marshall is usually law enforcement. Chairman Terry Magelssen asked if there were any questions for Monte Olsen. Chairman Terry Magelssen asked Monte Olsen to Segway the priority list. Monte Olsen stated that he would prioritize the list. Monte Olsen went through the post assessment activities and tasks list. Monte Olsen went over the things he felt were most important to get done first, like appointing a custodian of records and the refund of the over-collected tax revenue. Treasurer Kerri VanMeveren asked if it was 2019 when the District changed to Bank of Raymore. Chairman Terry Magelssen stated he thought it was 2020. Treasurer Kerri VanMeveren stated that Monte Olsen is going back through banks statements as far back as 2010 to find any discrepancies in the debt services account. Monte Olsen stated that the bonds went in place in 2014 with taxes, so they are only needing to go through November 2014 to present. Treasurer Kerri VanMeveren stated that there may not have been a separate account for the debt services when they had accounts with Citizens Bank. Treasurer Kerri VanMeveren asked if they don't have to go back to 2010, then is it back to December 2014. Monte Olsen stated yes, December 2014. Treasurer Kerri VanMeveren stated that in the past few years the District has spent more money than what was taken in. Monte Olsen stated that they need to really take a look at the budget. Monte Olsen asked if there was further direction from the board. Treasurer Kerri VanMeveren stated that this is the price the District has to pay to get it back in order and where it needs to be. Treasurer Kerri VanMeveren asked for any thoughts. Chairman Terry Magelssen stated that it is wise for the board to look at what Monte Olsen has presented to them. He stated that the board needs to determine what can be done in-house and save Monte Olsen for the "heavy lifting". John Webb stated that he agrees with Chairman Terry Magelssen 100%. He stated they need to assign the small issues to board members. Monte Olsen stated that he will offer any guidance that is needed. Treasurer Kerri VanMeveren stated that 8 weeks to complete the whole list is not terrible. She was thinking there would be up to a years' worth of work to complete. She stated that Monte's prioritization helps to know what needs to be done. Treasurer Kerri VanMeveren asked if there was a Gantt chart. Monte Olsen stated there are some things that do not need to be worried about until next fall. Treasurer Kerri VanMeveren

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stated it is good to set expectations for the District and board. She stated she thinks setting some goals is needed, example, getting first priority things completed by a certain date. Monte Olsen agreed. Treasurer Kerri VanMeveren stated that they will be seeing a light at the end of the tunnel within a year. Monte Olsen state that the process time would be 8 weeks but that would be working on it full time. He stated this could take up to 8 months to get everything completed. Monte Olsen asked the board to go through and make sure he has prioritized everything correctly. Treasurer Kerri VanMeveren asked if they could put this into a gaunt chart. Monte Olsen stated yes but look it over closely. Treasurer Kerri VanMeveren asked if there are dependencies on this needs done but this needs completed first. Monte Olsen stated yes, there will be potential dependencies. Treasurer Kerri VanMeveren stated that is something they can develop after prioritizing. John Webb asked if there was anything on this list that is such high priority that Monte Olsen should get working on it right away. Treasurer Kerri VanMeveren state that Monte Olsen has started the audit on the debit service but she stated this doesn't mean it is highest priority. Monte Olsen stated that he has a list of high priority that includes training, notary online check, onboarding checklist, iPad mounting, Medical Director, over collection of debt services money, board level descriptions plus privacy officer and facility manager. Chairman Terry Magelssen asked if anyone had any comments. Treasurer Kerri VanMeveren stated she recommended John Webb to get the meeting laptop up and going for future meetings. Chairman Terry Magelssen stated that the meeting laptop has been hit or miss. Treasurer Kerri VanMeveren asked if there were any objections to getting John Webb an email set up so he could access just the calendar in Teams. She stated this will not change the cost because they are down an email account right now anyway. Chairman Terry Magelssen stated that John Webb is not a sworn in officer yet. Vice Chairman Sue Hosterman stated she thought the board members had to be sworn in first. Treasurer Kerri VanMeveren stated that John Webb would only be given an email address but not access to any records. Chairman Terry Magelssen stated he would only need access to the calendar. Treasurer Kerri VanMeveren stated John Webb would still need an email to access the calendar. Chairman Terry Magelssen stated he was going to recuse himself. Vice Chairman Sue Hosterman asked what Monte Olsen recommended. Monte Olsen stated the more seamless they can make the April meeting the better. Monte Olsen asked if a personal email could be used. Treasurer Kerri VanMeveren stated no, this will need to be a District email account so he can access Teams. Treasurer Kerri VanMeveren stated that the speaker is not great at Station 1. Chairman Terry Magelssen stated all of the hardware needed is in the training room at Station 1. He stated there is a new sound bar and webcam. John Webb asked if Chairman Terry Magelssen can show him this stuff. Monte Olsen stated that the March Regular Session Meeting should be a dry run with the meeting laptop. John Webb stated he has no objection to make things happen. Chairman Terry Magelssen stated that he is available to meet John Webb at Station 1 on March 16th but Treasurer Kerri VanMeveren has the laptop. Treasurer Kerri VanMeveren stated that she will get the laptop done by then. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen if he can take the iPads to the Apple Store. Chairman Terry Magelssen stated yes, he can start that process. Treasurer Kerri

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VanMeveren told him to reach out to her on payment for the iPads. Chairman Terry Magelssen stated okay. Chairman Terry Magelssen stated the closed the agenda and asked for any further comments. There were no comments made.

7. Miscellaneous

- a) Treasurer Kerri VanMeveren stated that all along she has been under the assumption that the iPads are being used in the apparatuses. She stated they are paying for internet on the iPads but they are not being used for the purpose they are supposed to be. Treasurer Kerri VanMeveren stated that she was refused credentials to the iPads that she needed to use for new internet. She asked Chairman Terry Magelssen if he had the passwords to the iPads. Chairman Terry Magelssen stated that he does not have the logins. He stated that Bill Franse probably took that information with him when he left. He stated that they will need to take the iPads to an Apple Store to reinitialize them. Treasurer Kerri VanMeveren stated that the iPads were purchased before she came on the board and asked if they are in the District's name. Chairman Terry Magelssen stated yes. He stated that the issue with the iPads not being used in the apparatuses is because the mounting brackets were never purchased. He stated that having them loose in the cab of an apparatus is dangerous, in the case there was an accident and the loose objects can move around and potentially hurt an occupant. Chairman Terry Magelssen stated they need to invest in the proper mounting hardware and brackets. Treasurer Kerri VanMeveren stated that Kevin Collins told them they were refused by the board to purchase the mounting brackets. She asked Director Darvin Schildknecht if that is what he understood. Director Darvin Schildknecht stated yes, that is what he understood. Chairman Terry Magelssen and Vice Chairman Sue Hosterman stated they never had that discussion nor was this presented by the Chief. Marly Hardman stated that they need to move forward, stop dwelling on the past, but make sure they do have full access to the iPads before they purchase anything more for them. Monte Olsen stated a quick google search he found the mounting brackets for \$50.00 to \$200.00 each. Director Darvin Schildknecht asked how much it will cost to update the iPads. Vice Chairman Sue Hosterman and Chairman Terry Magelssen both stated they are approximately three years old. Chairman Terry Magelssen stated they need to provide all the proper tools they can to the fire fighters so they can take care of the business they need do. Treasurer Kerri VanMeveren stated she agrees the mounting brackets need to be purchased. John Webb stated that Monte has descriptions and they just need to decide on which ones will work best for them. Treasurer Kerri VanMeveren stated that one of the board members needs to volunteer to take the iPads to the Apple Store. Director Darvin Schildknecht stated there is one fire fighter that has an iPad that he is using from home. Chairman Terry Magelssen stated that they should be in each apparatus.

Adjourned from Regular Session at 09:17 pm.

