



Western Cass Fire Protection District
Minutes from the Work Session
September 1, 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 Darvin Schildknecht	Present

4. Fire Fighter Kevin Collins was present virtually.

5. Reports

a) Chairman Terry Magelssen stated that he sent the new language for Article 9 purchases to the secretary.

Chairman Terry Magelssen stated that the new webcam and sound bar are in and have been installed. He still needs to figure out all the details to this but will work on that.

Chairman Terry Magelssen stated that he worked on a board position vacancy document that was provided by Treasurer Kerri VanMeveren. He emailed this document out to the board for review.

b) Vice Chairman Sue Hosterman stated that she had nothing to report.

c) Treasurer Kerri VanMeveren stated that there was either an issue with the CPA or herself getting the SmartPro invoice from July paid. SmartPro verified they received the August payment, but not July. She stated that she is working with the CPA on this to find the issue so this can be prevented in the future. She did ask SmartPro to include any outstanding or past due invoices on the current invoice they send out. Treasurer Kerri VanMeveren stated that this is the second time there has been an issue with getting bills paid. She stated that she might be able to go into the CPA's Zero system and research this herself, but she didn't have the time before the meeting tonight.

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Treasurer Kerri VanMeveren stated that her and Chief George Poulignot will get a spreadsheet started that shows what bills need to be paid and when or by what date. She stated it would be great to have a system in place to make sure bills are paid in a timely manner.

Treasurer Kerri VanMeveren stated that she has been helping Director Darvin Schildknecht with getting his new computer up and going. His old computer stopped working. She stated that when helping him with Teams she noticed that when she would do a search for documents it would say they were not found even though the documents were in there and she was searching the correct title to the document. Treasurer Kerri VanMeveren stated that she will be getting with SmartPro on this issue.

Treasurer Kerri VanMeveren stated that she ran into another issue with getting Director Darvin Schildknecht signed on to Teams. He could not remember his password and he does not have the authority to change it unless they agree to the 2-step verification process. Treasurer Kerri VanMeveren asked if anyone was familiar with this process. Chairman Terry Magelssen stated that he was, and he thought this was a good idea. He stated it might be a bit of inconvenience but if it gets them back up and running sooner than later it is a plus. Vice Chairman Sue Hosterman asked what the 2 steps would be for this process. Treasurer Kerri VanMeveren stated that usually it is a code sent to your phone or questions must be answered. Chairman Terry Magelssen, Vice Chairman Sue Hosterman and Director Darvin Schildknecht stated that they all were okay with the 2-step verification process. Treasurer Kerri VanMeveren stated that she would email Matt at SmartPro to activate the process.

d) Director Darvin Schildknecht stated that his computer quit working and he did purchase a new one and that Treasurer Kerri VanMeveren was helping him get it set up. Treasurer Kerri VanMeveren stated that she hoped to have his computer going for him by this weekend. Treasurer Kerri VanMeveren asked what they need to do since invoices need to be approved but Director Darvin Schildknecht isn't able to do so right now without a computer. Chairman Terry Magelssen stated that he would take over until Director Darvin Schildknecht's computer was up and going.

e) Chief George Poulignot stated that the Station 1 Project is up and going. He stated that a lot of the plumbing has been done and the electrical should start next week. He stated that he and the fire fighters have made a lot of progress on this project as well to get ready for the extractor install soon.

Chief George Poulignot stated there was a train derailment last Wednesday, August 25 at approximately 17:30 at the 232nd block. The fire department was not notified right away. He stated they didn't know about this until the following Saturday evening. Chief George Poulignot stated that the railroad said that thermal expansion is what they ruled the cause of the derailment. He stated the 2 engines are okay, but there are 18 cars that were damaged. They were 1267 cars that haul petroleum-based products. He stated that Fire Fighter Kevin Collins went to the scene once they were aware of this and clean-up was well underway. The railcars are staged and ready to be picked up. Chief George Poulignot stated that the cars may appear to

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be empty, but they still could have residual in them and that could cause an incident. He did state that there were no hazards on site or any immediate harm. He stated that it is just disturbing that they were not notified when this happened. He said he is waiting to hear why that is. Chief George Poulignot stated that Fire Fighter Kevin Collins and Deputy Beal contacted the railroad to see if the district could have a couple of the damaged cars for training. Chief George Poulignot stated he is certain they will be getting a couple cars, but he had no other information on that at this time. He stated they can put them behind Station 2 and set up a training area there.

6. New Business

a) Community Bank of Raymore (CBR) Workflow

1) Treasurer Kerri VanMeveren stated that getting names off and, on the accounts, has been tough. She stated that Fallon that is authorized to help the district is slow at getting things done for her and the district. Treasurer Kerri VanMeveren stated that maybe an RFP needs to be made to look into other banks for banking services. She stated this should be done yearly anyway. She told the board to be diligent on what bills need to be paid every month. She said there is a way to set up reminders for the bill pay. Treasurer Kerri VanMeveren stated there might be vendors that need to be set up, but not to duplicate the vendors or there will be payment issues. She went through the process to set up a new vendor. Chief George Poulignot asked if the board members set the vendors up or if this is something he can help with. Treasurer Kerri VanMeveren stated the board members need to take care of this. Treasurer Kerri VanMeveren then explained the process of the online bill pay service with the bank. Chairman Terry Magelssen asked how they know what date to pick for payment. Treasurer Kerri VanMeveren stated 5 days out. Chairman Terry Magelssen stated he would like to see a week before the due date chosen for the payment date. Treasurer Kerri VanMeveren agreed that a week before the due date is a good option. Chief George Poulignot asked what if would hurt to use today's date when entering the bills. Treasurer Kerri VanMeveren stated since they don't know much about how long it will take to pay the bills and such to just use a week before the due date and they can determine if that will work or not once a few bills have been paid. Chairman Terry Magelssen stressed to the board that it is very important to pay close attention to due dates. Treasurer Kerri VanMeveren asked how they want to handle late fees. Do they wait and let the vendors add them to the next bill or do the board members add them to the current bill that is late? Chairman Terry Magelssen stated that hopefully those are one-offs and don't happen often at all. He stated that letting the vendor add them to the next bill is best. Chief George Poulignot stated he agreed with Chairman Terry Magelssen.

b) Stipend Program

1) Chief George Poulignot stated that the language for the Bonus Stipend Program has not been accomplished yet. Treasurer Kerri VanMeveren asked if they were going to

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meet the September 15th deadline for the inventory project. She stated that if it will not be met, she needs a new date to provide the CPA on completion. Chief George Poulignot stated they are still working on this but are having issues getting the exported information from Image Trend. They have a ticket in to resolve this issue, but he does not have a deadline on when they will get the information. Treasurer Kerri VanMeveren stated this is a compliance issue and needs to be resolved sooner than later. Chairman Terry Magelssen asked if the CPA had a demand date of September 15th? Treasurer Kerri VanMeveren stated that we missed the June 30th deadline. She stated the board and Chief set the September 15th date. She stated everyone thought this was a reasonable date. She stated that if Image Trend is the issue, they need to find an alternate. Chief George Poulignot stated they have been working very hard on this and spent many hours on this project so far. He stated that the output of information is the issue, not the input of information. He stated they are continuing to work on this but are waiting on the ticket they have into Image Trend to get an answer on why they can't output the information. Treasurer Kerri VanMeveren stated that maybe they should call Image Trend on a date when they will have the information available to us. Chief George Poulignot stated he will reach back out to Image Trend. Treasurer Kerri VanMeveren stated that they still need to focus on the input of information and not the export of information. She asked if they could provide a completion date of the input of information. Chief George Poulignot stated he does not have a date that he can provide at this time. Chairman Terry Magelssen stated that we have been working on this and moving in the right direction and this will not be able to be completed over night. He stated that this is justified as we are moving forward with this project. Vice Chairman Sue Hosterman and Director Darvin Schildknecht stated they don't have any issues with this. Chairman Terry Magelssen stated he thinks it's fair to say it will be completed in the 4th quarter. Chief agreed since they have limitations from Image Trend.

c) Lawn Service Invoicing

1) Chairman Terry Magelssen stated that he still stands by that the district needs to pay what is owed to the lawn service company. They have provided the services and have sent in a few invoices and he believes these need to be paid right away. He stated it looks bad that we are non-payers. Vice Chairman Sue Hosterman agrees that we need to get these invoices paid but also agrees we need to have better invoices sent. Treasurer Kerri VanMeveren stated she needs itemized invoices. Chief George Poulignot stated that last he heard our lawn service provider was on COVID quarantine until August 22nd. Director Darvin Schildknecht asked Vice Chairman Sue Hosterman if she found if any of the invoices were paid last year. Vice Chairman Sue Hosterman stated she thought there were payments made in 2020. Treasurer Kerri VanMeveren stated she checked with the CPA, but they could not find anything on paying any lawncare business or person last year or this year. Chief George Poulignot sent an email to the board on what past invoices he found. He stated they are in the "To Be Filed by Treasurer" folder in Teams as well. Treasurer Kerri VanMeveren stated that what she is asking is not unreasonable. Chairman Terry Magelssen stated that it doesn't look good

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that we were paying this vendor and then stopped. He stated that we were sent the invoices and they need to be paid. He asked what the latest invoice is. Chief George Poulignot stated there are invoices in the rejected folder for 2021. Chief George Poulignot stated the mowing dates are on the invoices but show one fee for both stations. Director Darvin Schildknecht stated he would like to see the invoices paid since the services have already been rendered. Treasurer Kerri VanMeveren stated she needs updated invoices on what the district owes. Chief George Poulignot stated that we still have not been invoiced for July or August of this year. Chairman Terry Magelssen asked what the next step is. Treasurer Kerri VanMeveren stated that they need to send out a letter to the lawn service vendor stating the district will pay for the services that we have received but we need more detailed invoices in the future. Chairman Terry Magelssen stated that before next mowing season the board needs to put together the scope of work, they want for lawncare and what is acceptable at both stations and get bids for this. He asked what the annual budget was on this. Treasurer Kerri VanMeveren stated this was just modified in a budget amendment. Chief George Poulignot stated he believed the budget is \$4,760.00 for lawncare only. Chairman Terry Magelssen stated to get the past due amount paid. Chief stated that he would reach out again to the lawn service and gather what info he can before the next board meeting. Chairman Terry Magelssen stated that an auditor will look at this and ask why we haven't paid a past due bill. Treasurer Kerri VanMeveren stated they don't have proper bills to get this paid. Director Darvin Schildknecht stated that a contract is needed for lawn services and snow removal. There are no current contracts.

d) Cyber Terrorism Coverage

1) Vice Chairman Sue Hosterman stated that she still has not heard anything and neither has Chief George Poulignot. Chief George Poulignot stated they did receive an application for the coverage from the insurance company and he filled it out and sent it back in. Vice Chairman Sue Hosterman stated that she would follow-up on this with the insurance company. Chairman Terry Magelssen asked if this coverage was for data loss if SmartPro was unable to recover it? Treasurer Kerri VanMeveren stated the bank suggested they check the coverage we have on Cyber Terrorism. She stated the bank is not liable if an account is hacked and there is a financial loss. Vice Chairman Sue Hosterman stated that we do have coverage, but it is not as extensive as we need for online bill pay. Treasurer Kerri VanMeveren stated FDIC is for if the bank goes under not a hack to an account. Chairman Terry Magelssen stated this needs to be handled but wants to see the bid that Chief is expecting from our current insurance company. He said then they can do more research on this. Treasurer Kerri VanMeveren stated that larger companies have been hacked and she believes this is a good coverage to have. Chairman Terry Magelssen stated this will fall in-line with fire industry standard.

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e) COVID Policies

1) Chief George Poulignot stated that he sent out a draft to the board on the COVID Policies he put together. Treasurer Kerri VanMeveren stated the only thing she could see was that the acronyms need to be spelled out for those that don't know what they stand for. Chief George Poulignot presented this as an official memo not a SOP. He stated there might be some holes that need to be filled and he said a SOP would require much more to have it changed. Chairman Terry Magelssen asked if this needs to be a SOP on Pandemics or Infectious Disease? Chief George Poulignot stated this is a protocol document not a policy document. It may have to be mended several times during the Pandemic with the changing guidelines. Chairman Terry Magelssen stated this could be a numbered memo. It might just be a period of time it reads what it does and be changed quickly so it could say until further notice on the memo. He stated he would like to see this kept in a separate Teams folder with Chief's statements. Chairman Terry Magelssen stated the draft document is very well put together. He agrees to spell out the acronyms and then this can be made an official document. Treasurer Kerri VanMeveren stated that she agrees with Chairman Terry Magelssen. Treasurer Kerri VanMeveren asked if there needed to be something drafted different for the board Policy and Procedures. Chairman Terry Magelssen stated that Chief covered the board in the document.

f) Board Member Vacancies

1) Chairman Terry Magelssen stated that he has been working on a document for board vacancies that was provided by Treasurer Kerri VanMeveren from the Grandview Fire Department. Chairman Terry Magelssen says it stated that board members are expected to fulfill their term but if they aren't able this document covers what needs to happen. Chairman Terry Magelssen shared the document with the board. He stated there needs to be a spreadsheet of the board members and their term dates. Treasurer Kerri VanMeveren stated that the document Chairman Terry Magelssen created looks fine. Chairman Terry Magelssen asked what newspaper the notices are posted in. Treasurer Kerri VanMeveren stated the local paper to the district is the North Cass Herald. Chairman Terry Magelssen updated the document with that information. Treasurer Kerri VanMeveren asked if Chairman Terry Magelssen was able to get a job description written up yet. Chairman Terry Magelssen stated he will be working on that and when the notice is put out in the paper it needs to include the job description so applicants will know what is expected of them. Treasurer Kerri VanMeveren said to include the technology updated in the job description. Chairman Terry Magelssen stated he would update that accordingly. Chairman Terry Magelssen stated the next step is to get the job description written up, post the notice in the paper, interview any applicants, compare, and then offer positions. He stated this timeline could be 2-3 months to get this accomplished. Chief George Poulignot asked if the position must be posted. Chairman Terry Magelssen stated yes, the position must be posted.

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g) Fire Chief Performance Review

1) Chairman Terry Magelssen stated there is a draft that the board has access to view for the Fire Chief Performance Review. Treasurer Kerri VanMeveren stated that Chairman Terry Magelssen still needs to reach out to a couple board members on their review for the Fire Chief. Chairman Terry Magelssen and Director Darvin Schildknecht stated that any paid position will have a performance review including the Fire Chief, Secretary and Chief will review the Fire Fighters.

7. Miscellaneous

a) Chairman Terry Magelssen recapped on some things. He asked Vice Chairman Sue Hosterman to check on the Cyber Terrorism Coverage. He told Director Darvin Schildknecht to let him know when his computer was up and going. He stated that he would be taking care of September's Bill Pay while Director Darvin Schildknecht was without a computer. Chairman Terry Magelssen stated he would be working on the job description for the open board position.

b) Treasurer Kerri VanMeveren stated that the NIMS Certificates and Board Training Certificates need to be uploaded into Teams by a couple of the board members. Chairman Terry Magelssen wanted to clarify where they needed to be uploaded. Treasurer Kerri VanMeveren stated in the Board Teams under the Board Training.

c) Chief George Poulignot reached out to SmartPro on the July invoice that has not been paid and they told him to log on and print the invoice. Treasurer Kerri VanMeveren stated she asked them to send a new bill and have any future statement reflect any past due amounts.

d) Chairman Terry Magelssen stated that the debit card was used for supplies for the Station 1 Project. He asked what the debit card amount was. Treasurer Kerri VanMeveren stated that at the first of every month she moves money to the debit card to make the amount on the debit equal \$1,500.00. Chief George Poulignot asked if he can see real-time what has been spent on the debit card. He wants to reconcile the receipts he has to the charges the bank shows.

e) Chairman Terry Magelssen stated that everyone needs to be mindful of each other's schedules. He stated that if a call or meeting needs to be scheduled to send a quick message to make sure it is an appropriate time for the other person.

Meeting adjourned at 9:04 pm.

