



Western Cass Fire Protection District  
Minutes from the Regular Session  
December 15, 2021 at 07:00 pm  
Fire Headquarters  
5 S. Rogers Road, Cleveland, Missouri 64734

1. Meeting called to order at 07:02 pm.  
This meeting was not recorded.
2. Pledge of Allegiance.
3. Roll Call:

|  |         |
|--|---------|
| Chairman Terry Magelssen (2018 – 2022)     | Absent  |
| Vice Chairman Sue Hosterman (2019 – 2025)  | Present |
| Treasurer Kerri VanMeveren (2020 – 2026)   | Present |
| Director Darvin Schildknecht (2021 – 2027) | Present |
4. Personal Appearances/Public Comment: Deputy Chief Chris Beal and Fire Fighter Kevin Collins
5. Adopt December 15, 2021 Agenda
  - a) Treasurer Kerri VanMeveren made a motion to adopt the December 15, 2021 agenda. Vice Chairman Sue Hosterman noted this was approved.
6. Old Business
  - a) Approval of the following meeting minutes: 2021.11.17 Regular Session Minutes, 2021.11.17 Executive Session Minutes and 2021.12.01 Work Session Minutes.
    - 1) Treasurer Kerri VanMeveren made a motion to approve all the minutes. Vice Chairman Sue Hosterman noted these were approved.
7. Reports
  - a) Treasurer Kerri VanMeveren stated that the \$1,000.00 check has cleared for the 2020 Financial Audit.

Treasurer Kerri VanMeveren stated that she has applied for a Western Cass Fire Protection District credit card. She stated that without proper financial statements they might be turned down. This is due to the inventory not being finished. Treasurer Kerri VanMeveren stated that she did speak with Parker Graves and he did the best he could on the inventory project with the direction he was given.

Western Cass Fire Protection District  
Minutes from the Regular Session  
December 15, 2021 at 07:00 pm

Treasurer Kerri VanMeveren stated that Station 2 now is equipped with Go Brolly internet. She stated that she will be sending out the information on this to the rest of the board. She stated that the router is mounted in the day room at Station 2. Treasurer Kerri VanMeveren stated that this was the best place for the router for when the residents start living at Station 2.

Treasurer Kerri VanMeveren stated that the CPA, John Martin, has full access to the bank account. He was able to meet with Fallon at the bank to get this all set up. Treasurer Kerri VanMeveren stated that she walked the CPA through Teams online. She stated that the CPA will be doing some coding on the basic bills the District receives. Treasurer Kerri VanMeveren stated that she has asked the CPA to go back and verify bills entered into Xero starting with September 2021, as she is uncertain that they were all properly coded by the previous CPA. Further that the CPA will be caught up with all the verification by the end of the year. Treasurer Kerri VanMeveren stated that she has been working with the CPA on pulling reports so they can get back to having a financial package at each regular meeting.

Treasurer Kerri VanMeveren stated that Chairman Terry Magelssen was working on gaining access to all accounts. She stated that AT&T still had past fire members names on the account, and she cannot gain access. She was advised by the bank to set up a new account number at the bank to stop the auto pays on the accounts she does not have access to. The bank will need to see a resolution in the board meeting minutes, signed by the board secretary to be able to change the bank account number and delete the old account number on the general revenue account.

There was a motion made by Treasurer Kerri VanMeveren to change the bank account number on the general revenue account and to close the old account number.

|                              |     |
|------------------------------|-----|
| Vice Chairman Sue Hosterman  | Aye |
| Treasurer Kerri VanMeveren   | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

b) Chairman Terry Magelssen was not present at the meeting but did leave his report with Vice Chairman Sue Hosterman. Vice Chairman Sue Hosterman presented the following for Chairman Terry Magelssen in his absence.

Vice Chairman Sue Hosterman reported that Chairman Terry Magelssen put the correct election statements on the District's Website and Facebook page.

Vice Chairman Sue Hosterman reported that Chairman Terry Magelssen has approved several bills for payment in the online bill pay system.

Vice Chairman Sue Hosterman reported that Chairman Terry has concerns on the growing rejected folder for the online bill pay. Treasurer Kerri VanMeveren stated that there are several that needs to be cleaned out. She stated that there is a Lowe's receipt that needs moved out of the rejection

Western Cass Fire Protection District  
Minutes from the Regular Session  
December 15, 2021 at 07:00 pm

folder because it was already paid. Treasurer Kerri VanMeveren stated that SmartPro is also showing in there because their invoices were not correct. She stated that she will get this cleaned up.

Vice Chairman Sue Hosterman reported that Chairman Terry Magelssen has made updates to the vendor spreadsheet. Treasurer Kerri VanMeveren asked Vice Chairman Sue Hosterman to relay to Chairman Terry Magelssen that they would be changing the general revenue account number so the updates to the spreadsheet are no longer necessary. Vice Chairman Sue Hosterman asked if AT&T was the internet provider at Station 2. Treasurer Kerri VanMeveren stated that they are the phone service provider and the service provider for the iPads.

Vice Chairman Sue Hosterman reported that Chairman Terry Magelssen ordered the meat from Jack Stack's BBQ for the Holiday Dinner they are putting on for the Fire Fighters Thursday, December 16, 2021. He asked for the debit card to be left in Chief's office at Station 1. Treasurer Kerri VanMeveren stated that the debit card is in an envelope in Chief's office at Station 1 in the desk.

Vice Chairman Sue Hosterman reported that Chairman Terry Magelssen is in favor of Creative Design to do the work at Station 2.

Vice Chairman Sue Hosterman reported that Chairman Terry Magelssen spoke with Deputy Chief Chris Beal and there might not be a cost for the Medical Director after all.

c) Vice Chairman Sue Hosterman stated that she has been working on the District's insurance renewals and they must be completed by the end of December.

Vice Chairman Sue Hosterman stated that she asked for an extension on the timeline for completing the work at Station 2. If there are extra monies needed from the insurance company due to rising costs in products the work must be completed by December 24, 2021. This is the reason for the extension. She is still waiting to hear back from the insurance company on this.

Vice Chairman Sue Hosterman asked if Deputy Chief Chris Beal was acting as Chief now. Deputy Chief Chris Beal stated that, yes, he was sitting in/acting at Chief.

Vice Chairman Sue Hosterman asked if they would be able to pay for the EMT classes that start in January for some of the fire fighters. Deputy Chief Chris Beal stated that he would be the one that needs to work on this, and he would get all the information needed this weekend on the classes.

Vice Chairman Sue Hosterman asked if Deputy Chief Chris Beal would be coding the bills. Treasurer Kerri VanMeveren stated that she will be reaching out to Deputy Chief Chris Beal on clarification on anything related to the apparatuses. She stated that this would be time sensitive, and it is important that he gets back to her within 48 – 72 hours so she can complete the coding process as needed.

Western Cass Fire Protection District  
Minutes from the Regular Session  
December 15, 2021 at 07:00 pm

d) Director Darvin Schildknecht stated that he has the doors and trim for Station 1. He stated he hopes to have this completed by the first of the year along with some painting that needs done at Station 1.

Director Darvin Schildknecht stated that Chairman Terry Magelssen uploaded the two bids he received for the Station 2 project. Vice Chairman Sue Hosterman stated there are a lot of things from the adjusters bid that are not listed on the vendors bids. Director Darvin Schildknecht stated that if this is approved tonight the vendors are ready to start right away. Vice Chairman Sue Hosterman stated that there should be a special meeting for this so the board can review the differences from the adjuster's bids to the vendor's bids.

e) Deputy Chief Chris Beal stated that he didn't have anything to report other than there was a Holiday Dinner Thursday, December 16, 2021 for the fire fighters.

8. New Business

a) 2022 Budget

1) Treasurer Kerri VanMeveren stated she spoke with Deputy Chief Chris Beal on the need to budget for the Medical Director and this line item will not be necessary and they will keep that on the budget for now. Treasurer Kerri VanMeveren stated that there were not anymore changes made to the budget. The board discussed a cost savings on having Belton fill their oxygen tanks instead of having Airgas fill them. This will stay on the budget for now but can be changed when another budget amendment is made. Treasurer Kerri VanMeveren stated that while speaking with Monte Olson he stated there should always be a budget amendment in the January's board meeting after they know the cash carry over from the previous year. Treasurer Kerri VanMeveren stated again the budget is the same as what she went over during the past work session and asked if there were any comments or questions. Vice Chairman Sue Hosterman and Director Darvin Schildknecht stated they didn't have any. Treasurer Kerri VanMeveren stated that Monte Olson mentioned that since Treasurer Kerri VanMeveren was asked to prepare the budget that she be named the Budget Officer.

There was a motion made by Treasurer Kerri VanMeveren to approve the 2022 Budget retroactive to September 1st, 2021, going forward.

|                              |     |
|------------------------------|-----|
| Vice Chairman Sue Hosterman  | Aye |
| Treasurer Kerri VanMeveren   | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

b) Consulting Services

1) Treasurer Kerri VanMeveren stated that she had already sent out the information on Monte Olson. She stated that he would be attending the meetings virtually and talk with the board on recommendations he has for them and the District. Treasurer Kerri VanMeveren stated

Western Cass Fire Protection District  
Minutes from the Regular Session  
December 15, 2021 at 07:00 pm

that Monte Olson would help the board prioritize needs. She stated that he is very familiar with small fire districts and is familiar with Western Cass Fire Protection District. Monte Olson is ready to start attending meetings on January 5, 2022. He will attend remotely; it would be a different cost for him to attend in-person.

There was a motion made by Treasurer Kerri VanMeveren to authorize Treasurer Kerri VanMeveren to sign the contract of hire with Monte Olson as advisor for the board.

|                              |     |
|------------------------------|-----|
| Vice Chairman Sue Hosterman  | Aye |
| Treasurer Kerri VanMeveren   | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

Adjourned from Regular Session at 07:38 pm.