

Western Cass Fire Protection District
Minutes from the Work Session
February 3, 2021



Meeting called to order at 7:02 pm.
The meeting was recorded.

Roll call:

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

Public Present: Darvin Schildknecht

1. Reports

a) Vice Chairman Terry Magelssen stated that he met with former Chairman Tom Reintjes and Tom returned keys to the stations and an iPad.

Vice Chairman Terry Magelssen also spoke about the transition from Chief Norman Larkey to Chief George Poulignot. He has met with both to make the transition as smooth as possible.

Vice Chairman Terry Magelssen was asked if the Assessment Norm Larkey had done prior to his departure had been done. He stated that he had not but that he would meet with the Chief Poulignot to get this done.

Also, that there is supposed to be a Punch List that the board needs to finalize and present to the Chief.

Vice Chairman Terry Magelssen has been continually working on Image Trend. The fire fighters are now able to enter run reports on the new tools they have for each vehicle.

Vice Chairman Terry Magelssen has been working on getting the Policy and Procedures Manual up to date and any By Laws added that are necessary.

b) Director Sue Hosterman spoke about working with the insurance company on the bonds for the board members. The insurance company is still working on the bond for the boards Treasurer.

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c) Director Kerri VanMeveren stated she did not have any reports.

d) Chief George Poulignot stated there have been 14 calls for the 2021 year so far.

Chief Poulignot stated that Image Trend is up and going for the fire fighters to enter the run reports on calls.

Chief Poulignot spoke about training went well. He is working on an organizational chart for all volunteers.

Chief Poulignot stated that during training they came up with a mission statement for the fire fighters. He said they would propose this to the board in the upcoming weeks.

Chief Poulignot met with Lee Summit's Chief Spencer. They spoke about using Active 911 service that is similar to I Am Responding. Active 911 will work with Image Trend as well. He also stated that Lee Summit has five licenses for the district to use in each of their vehicles.

Chief Poulignot met with the Chief at Dolan West Dolan and Chief Sap of Belton to introduce himself as the new Fire Chief for Western Cass Fire District.

Chief Poulignot attended the City Council meeting Tuesday, February 2, 2021 to introduce himself. He stated they did not have any pressing issues for him at this time.

Chief Poulignot stated that the district's insurance is due March 1, 2021. Mike Keith is the current insurance company. He will work on getting three bids for the board to evaluate. Insurance must be bid every three years.

Chief Poulignot appointed Aaron Hagan to facility manager for the stations. He will handle the comprehensive list of the facilities and safety for the volunteers and facilities as well.

Chief Poulignot stated that flow testing on all the air packs with Philip Fire will be completed Thursday, February 4, 2021.

2. New Business

a) Insurance Bid (3)

1) Chief Poulignot will work on getting three bids from different insurance companies for the facilities, fleet and work comp.

b) IT RFP Cost Proposals

1) Director Kerri VanMeveren spoke about the IT RFP for email and data storage. She

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reviewed the expectations and needs that were outlined in the IT RFP. She suggested that each board member present speak about the positives and negatives for each vendor that submitted a bid.

Vice Chairman Terry Magelssen stated the following about each IT RFP bids. *Cyfuture* had an email platform he had never heard of before. He also stated they did not have a local feel.

Indigex is local in Kansas City and already has an account with North Kansas City Fire Department. They offer Microsoft 365 and will do one to one set up with all members. *Knockturn Labs* did not have anything inclusive.

Smart Pros Technologies is local in Shawnee and already has an account with City of Riverside. They offer long time frame options and web design.

Temperies would not open for Vice Chairman Terry Magelssen to evaluate. Director Kerri VanMeveren will resend this to him, so he is able to evaluate.

Director Sue Hosterman stated the following about each IT RFP bids.

Cyfuture did answer all of the required questions but is not local.

Indigex is the vendor that she said she would choose.

Knockturn Labs has the experience, but she was not impressed with them.

Smart Pros Technologies length was too long.

Temperies had no warranty to offer.

Director Kerri VanMeveren stated the following about each IT RFP bids.

Cyfuture was the best at answering all required questions but they don't offer local support. They also didn't make any reference to role-based security within the drive. She also was not familiar with the email platform they offer.

Indigex has experience with local fire districts. They offer secure file sharing but are heavy in their licensing cost. We need to be sure we can do this without going over budget.

Knockturn Labs did not address anything that was asked.

Smart Pro Technologies acknowledged the amendments that was in the IT RFP. They offer a service level agreement, but she doesn't know how they will handle and offer resolution. They also did not state if they are compatible for both Apple and Android. They also use Microsoft TEAMS that is like a Zoom platform.

Temperies intermingled the cost and technical proposals.

Director Kerri VanMeveren will get a list of questions together to send to the vendors and give them 7 – 10 days to answer. Vice Chairman Terry Magelssen and Director Sue Hosterman will send their questions for the vendors to Director VanMeveren.

Director Kerri VanMeveren discussed a separate focus meeting after all the questions have been answered by the vendor. Vice Chairman Terry Magelssen agreed that a focus meeting was needed.

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c) Station Announcement Boards

1) The board agrees to replace both posting boxes with some that are keyed alike that do not require special keys. The posting boxes need to be for outside. They will purchase some soon.

2) Vice Chairman Terry Magelssen stated he has been entertaining ideas for new sign boards for the stations. The sign board at Station 1 is nonfunctional and needs replaced. He knows a company that offers sign boards for fire departments and churches.

d) Policy and Procedures Manual

1) Vice Chairman Terry Magelssen has been working on this and stated that the By Laws are probably not needed. He has been making updates to the Policy and Procedures Manual. He has added By Laws to the Policy and Procedures Manual. He will continue to work on this. He has also been working on the SOP and SOG for the district. Any changes he has made he is highlighting in yellow. Chief George Poulignot has a digital copy of the SOP and SOG's and will forward this to Director Kerri VanMeveren.

e) Improving Workflow in Board Office

1) Vice Chairman Terry Magelssen added an inbox on the desk in the board office. He also put better lighting in the office and on the desk. He spoke about having a multi slot inbox for each board member. Chief George Poulignot stated a locking inbox for each member might be best.

f) Future of Fire District and Promotions

1) Darvin Schildknecht is running unopposed for the open board member position. Since he is running unopposed the board can appoint him at any time and there isn't a need for a vote.

Darvin Schildknecht stated that he is looking forward to providing new insight to what is going on and doing work for the board and for the district. Vice Chairman Terry Magelssen stated that swearing in Darvin and Chief George Poulignot is appropriate. He will work on getting this scheduled. Darvin gave the board his contact info so they could be in contact soon about his position.

2) Chief George Poulignot stated he sees a good future for the district. His recruitment plan includes being open to all people in the community. He said many have aspects they can offer the district. This will not be only limited to fire fighters and EMTs. He also stated that Station 1 need better curb appeal. He stated there are plenty of grants for recruitment retention. He said he has been brainstorming on what needs to be done at Station 1 to help with this. He agreed a new sign is needed.

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g) Miscellaneous

1) Chief George Poulignot will work on getting three bids for the repairs for Station 2 to make it functional and livable. Vice Chairman Terry Magelssen stated the original company to do the remodel on Station 2 is Brackman and has their contact info he will share with Chief Poulignot. Director Sue Hosterman stated that Treasurer Ed Summer did receive a check from the insurance company for the flood damage to Station 2.

2) Chief George Poulignot stated that he has been working with Director Kerri VanMeveren to get a laptop and set up with what he needs. The board spoke about renting or buying software for the Chief's computer. The temporary solution is to rent software month to month for Office 365 until a permanent option is available.

Meeting adjourned at 8:36 pm.