

Western Cass Fire Protection District  
Minutes from the Work Session  
January 5, 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. 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

3. Personal Appearances: Monte Olsen

4. Reports

a) Chairman Terry Magelssen stated that he is getting the stipends caught up and has created a new folder in Teams to place the stipend information. He stated that he took the information from I Am Responding that Deputy Chief Chris Beal sent him and compared it to the Stipend Invoice and all matched up. Chairman Terry Magelssen asked Treasurer Kerri VanMeveren how she needed the Stipend Invoice. Chairman Terry Magelssen stated that he is a little confused how the flow of the invoices are put up now. He asked Treasurer Kerri VanMeveren for some clarification. Treasurer Kerri VanMeveren stated that not much has changed on getting the Stipend Invoice entered except for the other board members are no longer doing the approvals. She stated that she is still categorizing and approving invoices like she had been doing and the CPA is issuing the payments. Treasurer Kerri VanMeveren stated that she asked the CPA to look back to October 2021 and make sure everything was properly coded. So, she has been helping him with the categorizing. Treasurer Kerri VanMeveren stated that she hoped for the CPA to be able to start taking over coding once we get through the audit and caught up on the books. Treasurer Kerri VanMeveren stated that the CPA will not be able to code everything and some of the coding will fall on the board to take care of in a timely manner. She stated that per the contract the CPA is to initiate payment 48 – 72 hours after an invoice is approved. The payment does not get released until Treasurer Kerri VanMeveren approves it. Chairman Terry Magelssen asked what folder the stipends are in. He also asked if two board members still need to put eyes on an invoice before they are released for payment. Treasurer Kerri VanMeveren stated they can be seen in the folder paid by Treasurer. She stated that the CPA folder has replaced the board folder. Treasurer Kerri VanMeveren stated that she found a mistake on the SmartPro invoicing process before the payment was approved. She stated this is waiting for changes to be made and resent for approval. Chairman Terry Magelssen asked if they could look at what has been posted before payments are made. Treasurer Kerri VanMeveren stated the board has access to look at the CPA folder, the Treasurer folder,

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and the paid folder. Treasurer Kerri VanMeveren stated that invoices need to be sent to [billing@westerncassfire.org](mailto:billing@westerncassfire.org). She stated that the format that former Chief George Poulignot used was good and they need to keep that format. Chairman Terry Magelssen asked where he can see previous versions of the format that they need to use. Treasurer Kerri VanMeveren stated that they are in the paid folder.

Chairman Terry Magelssen stated that he reached out to an acquaintance for possible interest in the Fire Chief position. He asked thoughts on this from the board. Treasurer Kerri VanMeveren stated she thought they had agreed upon hiring two people for the Fire Chief position, one for the operations side and one for the administrative side at the December work session. Chairman Terry Magelssen stated he was just looking for progress on the Fire Chief position. Treasurer Kerri VanMeveren asked if the job descriptions were ready for the two positions. She stated that before they can search for candidates, they need to have the job descriptions completed.

Chairman Terry Magelssen stated that he is playing catch up from missing the last board meeting. He asked if the board was in agreeance on the secretary's raise. Treasurer Kerri VanMeveren stated yes, and that the secretary had been paid for November and December's stipends including the raises for both months.

Chairman Terry Magelssen stated that he was looking at the calendar of events for the month of January and 1099s are listed on there. He asked if this is something the CPA will handle. Treasurer Kerri VanMeveren stated that the CPA will handle this but might need some help from the board. She stated that the part of the year the stipends were direct deposit will be easy, and the CPA might need help with the earlier part when the stipends were actual checks. Treasurer Kerri VanMeveren stated that the CPA has verified the books up to the end of the year for 2021 and everything balanced. Treasurer Kerri VanMeveren stated they might be able to pull this information for them from Xero.

Chairman Terry Magelssen asked if the cash carry over was figured yet. Treasurer Kerri VanMeveren stated that there should be a budget amendment to reflect the correct cash carry over from December 31, 2021 to January 1, 2022. Monte Olsen stated there is not a lot of pressure to get an amendment done right away unless there is a significant difference in what the cash carry was reported in the final budget. Treasurer Kerri VanMeveren stated that she would do some digging and get with Monte Olsen on the final cash carry over amount and advice on the budget amendment.

Chairman Terry Magelssen asked the District's fuel vendor, Wex, bills were coming through the [billing@westerncassfire.org](mailto:billing@westerncassfire.org). Treasurer Kerri VanMeveren stated that she did not know. Chairman Terry Magelssen stated that he is getting emails on them. Treasurer Kerri VanMeveren stated that they need to be contacted and told to use the [billing@westerncassfire.org](mailto:billing@westerncassfire.org) email address.

Chairman Terry Magelssen stated that they need to be working on getting a website vendor since his term will be up in April and he will no longer be able to take care of the District's Website.

Chairman Terry Magelssen stated that he received a call from a concerned citizens and neighbor to Station 2. He stated they were told the railcars that are out back of the station would be used in real

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fire training exercises. Chairman Terry Magelssen reassured the citizens that no live fires were going to be set in the railcars. He told them they might be used for Hazmat training but running water would be used in place of anything hazardous. Treasurer Kerri VanMeveren stated that instituting quarterly newsletters may help with any issues of this sort.

Chairman Terry Magelssen stated that he still does not have full control on the Facebook account.

b) Vice Chairman Sue Hosterman stated she had been helping Deputy Chief Chris Beal with getting insurance quotes. She stated this was supposed to be done by the end of December 2021.

Vice Chairman Sue Hosterman stated that she looked for some Executive Sessions but was unable to locate them. She let Treasurer Kerri VanMeveren know that she could not find them. Treasurer Kerri VanMeveren stated that she could not find them either.

c) Treasurer Kerri VanMeveren stated that the CPA is fully onboarded and getting us caught up.

Treasurer Kerri VanMeveren stated she has been pulling together information that the auditor has asked for. She stated that she created a folder in Teams. It is in the Financial Teams Folder. There are folders within it called Annual Financial Audit and 2020 Audit Documents. She stated there are twenty-six specific things that the auditor has asked for. She stated she uploaded a PDF version of the requests and placed them in Teams. Treasurer Kerri VanMeveren stated that she needs Chairman Terry Magelssen's help with a few of the items they need. Chairman Terry Magelssen pulled up the auditor's request in Teams. Treasurer Kerri VanMeveren stated that she placed Chairman Terry Magelssen's name next to #16, this is for equipment additions invoices. Monte Olsen stated this is important to keep track of these invoices so you can see the depreciation over time for certain pieces of equipment. Monte Olsen stated that it is important to know what the District's threshold is for tracking depreciation on capital items. He stated that smaller districts generally have a small threshold than larger districts. Chairman Terry Magelssen stated that he would start pulling a list for this. Treasurer Kerri VanMeveren stated that she also needs Chairman Terry Magelssen's help with the repairs and maintenance account detail. Chairman Terry Magelssen stated that reading the other item she needs help with is the copy of the dispatch contract with the City of Lee's Summit. He stated that it should be in Teams. Treasurer Kerri VanMeveren asked where at in Teams. Treasurer Kerri VanMeveren asked if they have a copy of the depreciation schedule. Monte Olsen stated that not always can you come up with the information that the auditors ask for but maybe they can figure it out by the end of the audit. Treasurer Kerri VanMeveren stated that she will be creating a word document that states they do not have the inventory report completed and she will be placing this in Teams since the inventory project is not complete and they cannot provide that to the auditors. Treasurer Kerri VanMeveren stated that she has been very busy the last couple weeks getting this all together.

Treasurer Kerri VanMeveren asked about the Jack Stack receipt from the Fire Fighter Christmas Dinner. She stated that this has not hit the debit card and has not been debited from the account. Chairman Terry Magelssen stated that he will call them tomorrow to see what the deal is. He stated that he had two receipts one for the meal and one for a credit on the taxes they charged on the first receipt.

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Treasurer Kerri VanMeveren stated she does not have the credit receipt. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen to get back with her on this receipt.

Treasurer Kerri VanMeveren stated that she received the UMB Bank Credit Card for the district. She stated they were still approved even though they could not provide the proper financial statements that were asked to be provided. She stated that she asked for a smaller card limit to hopefully help them get approved for the card so they can use that instead of the debit card for payments.

Treasurer Kerri VanMeveren stated again that the CPA has finished the books for last year, 2021. She stated that getting the financial packages will be in the works next and she will be working with the CPA on this.

d) Director Darvin Schildknecht asked if they could put up a fence at Station 2 so the citizens and neighbors don't have to see the railcars behind the station. Chairman Terry Magelssen stated that some sort of fencing or security measures need to be taken at Station 2 if they are going to build a training area out back.

Director Darvin Schildknecht asked where the car at Station 2 came from and if it can be removed. Chairman Terry Magelssen stated that he will get with former Chief George Poulignot on where it came from.

Director Darvin Schildknecht stated that he had spoken with Fire Fighter Kevin Collins the other day and Kevin stated he was filling out insurance paperwork for Vice Chairman Sue Hosterman. He asked Vice Chairman Sue Hosterman what insurance paperwork she had Kevin filling out. Vice Chairman Sue Hosterman stated that she gave paperwork to Deputy Chief Chris Beal to fill out and he must have had Kevin help him with it. Treasurer Kerri VanMeveren stated that Fire Fighter Kevin Collins also has a key to the Chief's office. She said this is a concern since the Chief's office is where sensitive information was to be kept. Chairman Terry Magelssen stated that Deputy Chief Chris Beal has the personnel folders in a locked filing cabinet now. Director Darvin Schildknecht stated that he was at Station 1 and was told that Kevin had access to the Chief's office. Treasurer Kerri VanMeveren stated that she is glad to hear that the personnel files are under lock and key.

Director Darvin Schildknecht stated that he has not been able to get the doors installed at Station 1 but plans on getting this done soon. He also plans to get more work done at Station 2. Treasurer Kerri VanMeveren asked Director Darvin Schildknecht where the invoice was for Station 2 so the contractor could be paid and begin the work. Director Darvin Schildknecht stated the contractor was supposed to send the invoice by email so it could get processed and start the job. He stated that he would follow up with the contractor tomorrow on the hold up of emailing the invoice.

5. New Business

a) Initial District Assessment Interview

1) Monte Olsen explained what his process would be to offer guidance and help the District with certain needs they have. He stated that he was going to walk through some questions

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and there was no right or wrong answer. He stated some of the questions might bring up other things that they need to look at as well. Monte Olsen stated that Western Cass Fire Protection District is near and dear to his heart and he is there to help them work on and improve high priority items that might have been lacking.

Monte Olsen asked if the District has any By Laws. Chairman Terry Magelssen stated that there were By Laws when he first started but after taking the required class, he recognized that they did not need By Laws and instead started taking items from the By Laws and creating a Policy and Procedures Manual for the District. Monte Olsen stated that he doesn't recommend By Laws but doesn't recommend throwing them out either. He asked where the Policy and Procedures Manual was located. Chairman Terry Magelssen stated that it was in Teams. He stated that if Monte had access to Teams or SharePoint that he would be able to view the Policy and Procedures Manual. Monte Olsen stated that the Policy and Procedures Manual being electronic is a big benefit. He asked if the public and fire fighters have access to the Policy and Procedures Manual. Treasurer Kerri VanMeveren stated no; however, we have the ability to share that if the website was set up that way. Chairman Terry Magelssen stated that further proves his point on needing a website vendor to help with that need. Monte Olsen stated that he can give the board information on who can help with website needs. Treasurer Kerri VanMeveren asked for the website so they could look at it and the website of the vendor that could help them. Monte Olsen sent the board a chat with the link to his website that the vendor set up for him. That is [www.tightwadfpd.org](http://www.tightwadfpd.org). Monte Olsen stated that the website vendor could clone Tightwad's website and make it fit for Western Cass Fire Protection District. The website vendor is [www.getstreamline.com](http://www.getstreamline.com). Monte Olsen asked if they made the Policy and Procedures Manual so patrons and the fire fighters could see it. Treasurer Kerri VanMeveren stated yes.

Monte Olsen asked if there were Rules of Order. He stated this shows when they meet, spending limits, holidays that are observed, how the board operates, who makes sure the agenda is posted and so on. Chairman Terry Magelssen stated that all of that is condensed in the Policy and Procedures Manual. He stated that how the board does business, flow of the meetings and financials are 90% covered in the Policy and Procedures Manual. Monte Olsen stated that once he has access, he will look over these things.

Monte Olsen asked if they had rules on who talks to the District's attorney. Chairman Terry Magelssen stated that any of the five board members can call or email the attorney.

Monte Olsen asked if they had rules on who talks to the IRS or Department of Revenue or if they have a designated board member that does that. Chairman Terry Magelssen stated no.

Monte Olsen asked if there was a section on Health and Safety for the Fire Fighters in the Policy and Procedures Manual. Chairman Terry Magelssen stated that he thinks so, but he knows that information is in the Standard Operating Procedures or SOPs.

Monte Olsen asked if there was a section on Privacy in the Policy and Procedures. Chairman Terry Magelssen stated that a section on Privacy does not ring a bell. Monte Olsen asked if there was a Privacy Officer that oversaw this. Chairman Terry Magelssen stated that was handled by the

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Fire Chief since that role had access to Image Trend. He stated this was not in writing but just left for the Fire Chief to handle.

Monte Olsen asked if Western Cass Fire Protection District was a business associate to the City of Belton with Belton doing the EMS. Chairman Terry Magelssen stated no. Monte Olsen stated that when you are a business associate with another district the higher level or HIPAA there is.

Monte Olsen asked if they have a section on security for files, computers and data in the Policy and Procedures Manual. Chairman Terry Magelssen stated no.

Monte Olsen stated that Western Cass Fire Protection District is different from Belton because Belton is a Fire Department and not a District. He stated there is more opportunities for Western Cass Fire Protection District's board. Chairman Terry Magelssen stated that the board has been lacking due to them having to take care of operational things. Vice Chairman Sue Hosterman stated that they need a better description for the board members duties. Monte Olsen stated that school board members don't take care of near as much as the Western Cass Fire Protection Board is taking care of themselves. Treasurer Kerri VanMeveren stated that she agreed with Chairman Terry Magelssen and Vice Chairman Sue Hosterman 100%. Monte Olsen stated that fire districts are good at putting out fires but when you add the taxpayer's money in the mix that is what changes things and makes more work for the district.

Monte Olsen asked if they had contracts with CPAs, auditors, secretary, mutual aide. Chairman Terry Magelssen stated yes, they might not all be in the same folder in Teams, but they do have contracts with them all. Treasurer Kerri VanMeveren stated that she is not convinced they are all in Teams or electronic copies. She stated that once the CPA was onboarded getting this cleaned up was one of her goals. Chairman Terry Magelssen stated that in the Board Team in Teams he did not see the mutual aid contract, auditors' contract, or the dispatch contract with Lee's Summit. Treasurer Kerri VanMeveren stated this is on her to-do list. Monte Olsen stated that for contracts to be enforceable they must be approved by the board. Chairman Terry Magelssen stated that all contracts are voted on by the board. He stated that higher ticket items require RFPs where they have to get three bids and then voted on. Treasurer Kerri VanMeveren stated there needs to be more advance notice to review the contracts before they vote on them. Monte Olsen asked if they have legal review the contracts. Treasurer Kerri VanMeveren stated that not all contracts are reviewed by legal. Chairman Terry Magelssen stated this historically was not reviewed by legal but that the dollar amount usually determines that. Monte Olsen stated that a \$1,200.00 contract cannot be made to cost more than it is worth. Treasurer Kerri VanMeveren asked if they should have a liability clause. Monte Olsen stated yes.

Monte Olsen asked if when they provide services to an out of district resident, do they bill them for their services. Chairman Terry Magelssen and Treasurer Kerri VanMeveren stated no.

Monte Olsen asked if there is an accident that requires Hazmat to an out of district resident, do they bill the spiller for supplies used and time on the scene. Chairman Terry Magelssen stated yes but that is more on the operations side. He stated he does know the hauler is responsible.

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Monte Olsen asked if they make runs into the State of Kansas. Treasurer Kerri VanMeveren and Chairman Terry Magelssen stated no.

Monte Olsen asked if they have a mutual aid agreement with any district in the State of Kansas. Chairman Terry Magelssen stated no, they only have a mutual aid agreement with Belton. Monte Olsen asked if the contracts are name specific in Teams. Treasurer Kerri VanMeveren stated that the mutual aid contract is out there. Chairman Terry Magelssen asked her to help Monte with this request. Monte Olsen stated that you can bill for out of state services if you do not have a mutual aid agreement. If you have a mutual aid agreement you cannot bill for out of state services.

Monte Olsen asked if they have a place for ordinances like a list of them. Treasurer Kerri VanMeveren stated no. Chairman Terry Magelssen stated that there is a 3-ring binder at Station 2 with them. He stated there is a binder for ordinances and one for resolutions. Monte Olsen stated that having a list of the ordinances is great if you approve an ordinance on a certain night you don't have to search back through meeting minutes to find it. Chairman Terry Magelssen stated that he will start working on getting these binders scanned and uploaded.

Monte Olsen asked if there was a filing process for board seats. He asked if the county clerk provided them the form saying if the person filing for the board seat was eligible. Treasurer Kerri VanMeveren stated that she worked with Jeff Fletcher on this in the past. She stated recently she worked with the districts attorney on getting a form written up on board requirements. Monte Olsen asked if the candidates that just filed were both over the age of 24. Treasurer Kerri VanMeveren stated yes, both candidates. Treasurer Kerri VanMeveren stated they are lacking the formal process on how they are to conduct the election filing. She stated that she just found out to be able to be on the ballot you must pay \$100.00. Treasurer Kerri VanMeveren stated there is no formal onboarding process or offboarding process. Monte Olsen stated that before 05:00 pm on January 25, 2022 they need to provide the ballot to the county clerk. He stated this needs to be an agenda item for the next meeting on January 19, 2022. He stated they will need approval of the ballot. Monte Olsen asked if both candidates lived in district. Treasurer Kerri VanMeveren stated yes. Monte Olsen asked if both candidates lived in the State of Missouri for more than one year. Treasurer Kerri VanMeveren stated yes. Monte Olsen asked if both candidates were register voters. Treasurer Kerri VanMeveren stated that she knew one was but was not sure on the other. Monte Olsen asked if both candidates were not convicted of a federal crime. Treasurer Kerri VanMeveren stated that short of doing a background check she has no reason to believe either have been convicted of any federal crimes. Monte Olsen asked if the candidates are aware they will be asked this question about being convicted of federal crimes. Treasurer Kerri VanMeveren stated that they must answer these questions when they fill out the filing questionnaire. Monte Olsen asked if the candidates filed out the Department of Revenue Form. Treasurer Kerri VanMeveren stated yes. Chairman Terry Magelssen stated that he wanted to be able to hand out a "kit" to future candidates so they would know what to expect of the position they were filing for. Monte Olsen asked if both candidates were aware they cannot be an employer of another government position. Treasurer Kerri VanMeveren stated that this question was on the form and neither candidate is an employee of another government position. Monte Olsen asked if either candidate paid the \$100.00 filing fee. If not, will they go back and ask the candidates for the filing fee. Treasurer Kerri VanMeveren stated that was not acceptable to ask after the candidates have already filed. Chairman

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Terry Magelssen stated that he remembers a \$50.00 filing fee that was paid to the county clerk. He asked who collects the \$100.00. Monte Olsen stated the District collects the money to offset for the election expenses. He stated that going forward they need to collect the \$100.00 from future candidates. Monte Olsen stated that he will not keep the meeting very much longer as there is a Sunshine Law that states meetings are to be kept to a convenient time for public to attend them. Monte Olsen asked if they did run the ad in the local newspaper. Treasurer Kerri VanMeveren stated yes. Monte Olsen confirmed they will have a ballot approval at the meeting on January 19, 2022. Treasurer Kerri VanMeveren stated yes. Monte asked if there will be an actual vote between the candidates. Treasurer Kerri VanMeveren stated it will be a lottery system since there are two candidates and two board seats available. Monte Olsen asked if the current board was appointed or voted in. Chairman Terry Magelssen stated that he was appointed but called the county clerk shortly after and verified he was an official board member. Vice Chairman Sue Hosterman, Treasurer Kerri VanMeveren and Director Darvin Schildknecht all were voted in their positions. Monte Olsen stated he just wanted to make sure all current board members are legit to be on the board. Monte Olsen asked if they all took an Oath to Office. All board members stated yes. Monte Olsen asked if the Oath of Offices were filed with the Circuit Clerk. All board members stated they did not know. Monte Olsen stated that they need to get the Oaths of Office to the Circuit Clerk. Monte Olsen asked if they took their Oaths as Chairman, Vice Chairman and so on. Treasurer Kerri VanMeveren stated no. Monte Olsen stated this needs to be on the to-do list. Chairman Terry Magelssen agreed this needs to happen. Treasurer Kerri VanMeveren asked if new officers were chosen each year. Chairman Terry Magelssen stated that they had been on track for every two years. He stated he is not sure what triggered that every two years. Monte Olsen asked Chairman Terry Magelssen if he was not running for reelection. Chairman Terry Magelssen stated that was correct. Monte Olsen stated that in April that Chairman Terry Magelssen will attend the first meeting and excuse himself for the second meeting where the officers will be elected for the next two years. Monte Olsen stated that the Oaths need to be notarized. Monte Olsen stated that he will be sending formats of both Oaths and Affirmations depending on which the board members would prefer to take. Chairman Terry Magelssen stated they usually do one meeting with a Regular Session and adjourn then go into Executive Session. Monte Olsen stated there is not a million-dollar budget, so they don't need a disclosure form. Monte Olsen asked if the board member positions were paid. All board members stated no.

Monte Olsen stated he has a few more areas to go over for the initial interview. He stated there is more on financial and a small amount on operations and the government on operations. Monte Olsen asked when the board could finish the rest of the assessment. Chairman Terry Magelssen stated that he would rather use Wednesday's but not at a Regular Session Meeting. Monte Olsen stated that it will need to be a posted agenda since it is a public meeting. The board agreed to meet with Monte Olsen again on January 26, 2022 to finish the initial assessment. Monte Olsen stated that between now and then he will do his homework on what he said needed done. He asked if he could just observe the up-coming board meeting on January 19, 2022. All the board stated yes. Chairman Terry Magelssen thanked Monte Olsen for his time and commitment to the District and Board.



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6. Miscellaneous

a) Treasurer Kerri VanMeveren stated that the items she needed Chairman Terry Magelssen's assistance on were due January 12, 2022. She stated to email them to her or put them in a folder in Teams.

Adjourned from the Work Session at 09:12 pm.