



Western Cass Fire Protection District  
Special Session Meeting  
Wednesday, April 13, 2022 at 7:00 pm  
Fire Headquarters  
5 S. Rogers Rd., Cleveland, MO 64734

Minutes

1) Call to order by the Secretary – 7:07 P.M.

2) Pledge of Allegiance

3) Roll Call (Quorum)

a) President and Chair John Webb (2022-2027)	Present
b) Vice Chair Marty Hardman (2022-2025)	Present
c) Director and Treasurer Kerri VanMeveren (2020-2026)	Present
d) Director Darvin Schildknecht (2021-2027)	Present
e) Director Sue Hosterman (2019-2025)	Present

4) Approve the Wednesday, April 13, 2022 minutes

a) Outgoing Board – No Action Taken  
b) Incoming Board – No Action Taken

5) A motion to adopt the Wednesday, April 13, 2022 agenda was passed.

John Webb	Aye
Marty Hardman	Aye
Kerri VanMeveren	Aye
Darvin Schildknecht	Aye
Sue Hosterman	Aye

6) Unfinished Business

a) Next Regular Meeting will be April 20, 2022  
b) Contract for IT Service

1) The contract with the district's I.T. service provider is almost up. There was a discussion about whether to continue with the service or seek another vendor for that role.

2) Everyone reviewed the relevant section of the current contract that deals with termination clauses.

3) No one was interested in making any changes to our current I.T. Service Provider.

c) Standing Rules – No action taken

1) 001 Meeting Dates, Time, and Location

2) 002 Preauthorized Payments

3) 003 Reimbursements

- 4) 005 Officer Compensation
- 5) 006 Spending Limit
- 6) 008 Attorney Privilege
- 7) 009 Meeting Agendas
- 8) 010 Photographing and Recording Board Meetings
- 9) 011 Official Business Hours and Holidays
- 10) 012 Tax Information Authorization

d) Special Rules of Order

A motion made to adopt the parliamentary authority and follow the guidelines of Roberts Rules of Order was passed.

John Webb	Aye
Marty Hardman	Aye
Kerri VanMeveren	Aye
Darvin Schildknecht	Aye
Sue Hosterman	Aye

e) Personal Services Agreement - Duties were defined for new district officers.

1) Public Information Officer

- a) Job duties would include creating newsletters, updates to social media sites
- b) Uploading minutes, agendas, and other relevant information to the district website
- c) Public relations duties to be defined

2) Personnel Officer

- a) Preparation of reports on potential employment candidates
- b) Conduct exit interviews and present results to the board
- c) Presents budget requests to the budget officer for processing applicants
- d) Assists with conciliation efforts between employees and Chief

8) Set Date for Strategy Planning Session(s) – No Action Taken

- a) Validation and Elaboration of Mission and Critical Issues
- b) Development of Vision
- c) Establishing Targets, Goals, and Key Performance Indicators
- d) Impact on 2022 Spending and 2023 Budgeting

9) Closed Meeting

The disclosure of existing or proposed security systems and structural plans of the fire stations for use by the District's Board of Directors to devise plans for protection of the fire station and contents, would impair the District's Board of Directors to protect the security or persons, the fire stations, or contents and that the nondisclosure of such records outweighs the public interest in disclosure of the records as according to RSMo 610.021(1)(3)(13)(19).

10) Adjourn