



Western Cass Fire Protection District
Minutes from the Regular Session
January 19, 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. Pledge of Allegiance

3. 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

4. Personal Appearances/Public Comment: Monte Olsen, Marty Hardman, and John Webb

5. Adopt January 19, 2022 Agenda.

Vice Chairman Sue Hosterman made a motion to adopt January 19, 2022 Agenda as posted.

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Aye
Director Darvin Schildknecht	Aye

Motion passed.

6. Old Business

a) Consent Agenda

- 1) Approval of 2021.12.15 Regular Session Minutes.
- 2) Approval of 2021.12.15 Executive Session Minutes.
- 3) Approval of 2021.12.18 Regular/Executive Session Minutes.
- 4) Approval of 2022.01.05 Work Session Minutes.

Director Darvin Schildknecht made a motion to approve all minutes.

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Aye
Director Darvin Schildknecht	Aye

Motion passed.

Western Cass Fire Protection District
Minutes from the Regular Session
January 19, 2022 at 07:00 pm

5) Notating and Commenting of December 2021 Financial Package.

Treasurer Kerri VanMeveren went over the December 2021 Financial Package with the board. She stated that it does look a little different than what they are used to. She stated that the CPA has been very busy with tax season and they have also been working on other things for the District for the 2020 Financial Audit. She stated that she will continue to work with the CPA to get the financial package updated to what they need it to look like. She stated that she doesn't want to put too much on the CPA right now. Treasurer Kerri VanMeveren stated that when the books get updated in Xero the changes can be made to the financial package at that time. She stated that she is hopeful the February 2022 Financial Package will be in line and up to date. Treasurer Kerri VanMeveren stated that the budget variance part of the December 2021 Financial Package is prior to restatement. Once the CPA gets the budget updated in Xero Treasurer Kerri VanMeveren stated she will have the updated financial package. Treasurer Kerri VanMeveren stated that the CD balances are not included on this financial package, but the board members can always look at the statements that Treasurer Kerri VanMeveren scans and uploads in Teams. Treasurer Kerri VanMeveren asked if the board was aware that Western Cass Fire Protection District has a savings account of a little more than \$500 at Citizens Bank. Chairman Terry Magelssen and Vice Chairman Sue Hosterman stated that they were not aware of the savings account.

7. Reports

a) Chairman Terry Magelssen stated that he has been gathering documents for the 2020 Financial Audit. He stated that as he dug into old folders from previous administration, he found documents he has moved them into the correct folders in Teams.

Chairman Terry Magelssen stated that he has stopped by Station 2 on different occasions to check on the furnace and water pipes. He stated he wanted to make sure everything was working properly after the furnace issue they had in 2020. Chairman Terry Magelssen stated that he does receive email updates from Honeywell when the temperature falls below 54 degrees at Station 2. He stated that he will change this notification to the hello email for Western Cass upon his departure as a board member.

Chairman Terry Magelssen stated that he looked at the Tightwad Fire District's website and thinks that it looks great. Monte Olsen stated that the website vendor could use Tightwad's website as a template for Western Cass. Monte Olsen told Chairman Terry Magelssen to contact the vendor on pricing and he will reach out to them on cloning the website. Monte Olsen stated that the vendor's pricing is based upon the District's budget. Chairman Terry Magelssen asked if the website vendor will be the host. Monte Olsen stated yes, they just do not provide a domain name.

Chairman Terry Magelssen stated that he has been working on job descriptions for Fire Chief and Deputy Fire Chief. He stated that he will have a draft ready for the work session in February.

Western Cass Fire Protection District
Minutes from the Regular Session
January 19, 2022 at 07:00 pm

b) Vice Chairman Sue Hosterman stated that she has been trying to get the insurance information all together. She stated that she hoped Deputy Chief Chris Beal would be in attendance tonight so she could speak to him about this.

Vice Chairman Sue Hosterman asked which version of the Roberts Rules of Order they need to refer to. Chairman Terry Magelssen asked Monte Olsen if the 11th Edition is the latest edition. Monte Olsen stated that there is a 12th Edition, but his understanding is the only difference in the 11th and 12th Edition is it is updated for Covid Rules. Chairman Terry Magelssen stated this is something they can adopt at the work session. Vice Chairman Sue Hosterman stated that Amazon Prime has them for \$15.00 each. Monte Olsen stated to make sure the ones on Amazon are the actual ones they want. They have hard bound, paperback and 3 ring binder options and they are all different prices.

c) Treasurer Kerri VanMeveren stated that she received the MFA bill last week and it was almost \$1,300.00 for the propane at Station 2. She stated that they received propane just two months ago. She stated that they need to make sure the temperature setting is not set too high especially since there are not any residents residing at Station 2. Chairman Terry Magelssen stated that he cannot move the temperature settings from the email alerts that he receives. He stated that those alerts are only for when the temperature drops below 54 degrees at Station 2. Chairman Terry Magelssen stated that Station 2 is set at 60 degrees. Vice Chairman Sue Hosterman asked how many gallons of propane did they deliver. Director Darvin Schildknecht stated the last delivery was for 579 units and two months ago the delivery was just under 500 units. Director Darvin Schildknecht stated that he was at Station 2 and the meeting room was set at 70 degrees and he turned it down to 60 degrees. He stated that the truck bay was set in the upper 60 degrees and he moved that down to 55 degrees. Director Darvin Schildknecht stated that there is metal missing that goes in the breezeway around at attic area. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen if he knew what happened to the metal. Chairman Terry Magelssen stated that last he saw it he remembers it being in the breezeway but did not pay attention to it last time he was at Station 2. Director Darvin Schildknecht stated that he had placed it in the truck bay right inside the door on the copy machine. He stated that he can pick this up at Home Depot to get this fixed, so all the cold air is not blowing through there.

Treasurer Kerri VanMeveren stated that she is still missing a couple W9's from active volunteers. She stated that Deputy Chief Chris Beal was working on getting the W9's for the volunteers that are no longer with the District.

Treasurer Kerri VanMeveren stated that there was discussion on a budget amendment that needed to be made after the first of the year. She stated that after speaking with Monte Olsen that it is best to wait. Monte Olsen stated they should take more time to look at the big picture before a budget amendment is presented. Treasurer Kerri VanMeveren stated that they have been spending more for the past two years than what is being collected as the taxpayer revenue. Monte Olsen stated that it is a good idea to let the CPA get the budget updated in the software program too.

Treasurer Kerri VanMeveren stated that October and November 2021 stipends were submitted today. She asked Chairman Terry Magelssen why October 2021 stipends were submitted when they have already been paid out. She stated there is a difference on two of the volunteers from

Western Cass Fire Protection District
Minutes from the Regular Session
January 19, 2022 at 07:00 pm

what was paid out for October 2021 to what was submitted today. She stated looking at what was submitted today the two volunteers were over paid. Treasurer Kerri VanMeveren stated that she also needs the spreadsheet that shows the calculations of the stipends. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen to look at the stipends that former Fire Chief George Poulignot put together. Chairman Terry Magelssen stated that he forwarded October 2021 because it was just forwarded to him. Treasurer Kerri VanMeveren stated that when you submit them like that it shows they are requesting payment for them. Chairman Terry Magelssen stated he understood. He stated that November 2021 had all supporting documentation Treasurer Kerri VanMeveren was looking for. Chairman Terry Magelssen stated that he would work with Deputy Chief Chris Beal to get the calculations included. Chairman Terry Magelssen stated that Deputy Chief Chris Beal would formulate December 2021 stipends tomorrow at training. Treasurer Kerri VanMeveren stated that the stipends need to be coded to the correct chart of accounts when submitted.

d) Director Darvin Schildknecht stated that he figured up the propane usage at Station 2 and it was approximately nine gallons of propane used per day for the last two months. Treasurer Kerri VanMeveren asked if there are any vents that can be closed off to help with this, like the vents to the back rooms that no one is using. Chairman Terry Magelssen stated they can't close the door between the living room area and the back rooms because there is a bathroom behind the door. Director Darvin Schildknecht also said there are water pipes that run above the board office at Station 2. Treasurer Kerri VanMeveren asked how many emails can be added to the alert from Honeywell on the temperature for Station 2. Chairman Terry Magelssen stated he was not sure but will be looking into this. Director Darvin Schildknecht stated that he would like to be on that email alert. Vice Chairman Sue Hosterman asked if there had been any work completed at Station 1 or Station 2. Director Darvin Schildknecht stated that there had not been any work completed. Vice Chairman Sue Hosterman asked if the contractor has been able to start at Station 2. Director Darvin Schildknecht stated no. Treasurer Kerri VanMeveren stated she still has not received an invoice from the contractor so they can be paid to start the project. Director Darvin Schildknecht stated he had been playing phone tag with the contractor and would reach back out to him again.

8. New Business

a) Notice of Non-Election Resolution

1) Treasurer Kerri VanMeveren sent out the document that Monte Olsen prepared for us to use for the non-election resolution. Monte Olsen stated that this document will need to be signed by Chairman Terry Magelssen and the Secretary and then the secretary needs to send it to the County Clerk.

Treasurer Kerri VanMeveren made a motion to accept the Notice of Non-Election Resolution as provided by Monte Olsen to be signed by the Chairman and the Secretary and submitted by the Secretary to the County Clerk.

Western Cass Fire Protection District
Minutes from the Regular Session
January 19, 2022 at 07:00 pm

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Aye
Director Darvin Schildknecht	Aye

Motion passed.

b) Debt Service

1) Treasurer Kerri VanMeveren stated that the last Treasurer submitted the incorrect numbers for at least 2020 and possibly earlier years, which accounts for significant over collection of tax revenue, and the 2021 taxes were more than they should have been. She stated that the amount of money that is received each month for the Debt Service should be the amount that is moved over monthly, not the amount of the payment. Treasurer Kerri VanMeveren stated there is \$203,303.61 currently in the Debt Service Account. She received a payoff letter for this Friday. Monte Olsen stated that the money for Debt Service can only be used for Debt Services and not for anything else. He stated the overpayments need to be returned to the taxpayers because it cannot be used on general funds. Monte Olsen stated they will need to reduce the budget for next year to make up this refund to the taxpayers. He stated that in July or August is when this will need to be submitted and the refund will be in reduced taxes. Treasurer Kerri VanMeveren asked Monte Olsen to explain the delinquent tax and what it causes with the over charge. Monte Olsen stated that when someone pays their taxes at a later date, they are making the over charge and the District receives this overpayment at that time, it could be months to years later depending on when the tax payment is made. Treasurer Kerri VanMeveren stated that she talked to the collector's office, but they could not break it down for us. Chairman Terry Magelssen asked what caused this and how do they make sure this does not happen in the future. Monte Olsen stated that having a Policy and Procedure in place for future reference is needed. He stated that the auditors will be asking these questions on this as well. Monte Olsen stated that there is a balance sheet that will help with this as well. Treasurer Kerri VanMeveren stated that with the inventory project not being done along with some other things, they don't have a balance sheet yet. Monte Olsen stated that looking forward they should have one budget amendment. He stated that Debt Service and General Fund should have separate financial packages and separate budgets as well. Monte Olsen stated the good thing is that this Debt Service will be paid off soon. Treasurer Kerri VanMeveren stated that what she is looking for is a resolution to agree to go ahead and pay off the Debt Service Loan. She stated that she can email Wendy at Commerce Bank so they can avoid a wire transfer fee. She stated that once Wendy receives the email, she will get the payment going. Monte Olsen stated that this will be saving the District money by paying this off early, at least \$1,000.00 in interest. Chairman Terry Magelssen stated he is looking for a motion on the floor to pay the Debt Service Loan in full.

Director Darvin Schildknecht made a motion to approve the early payoff of the Debt Service Loan.

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Aye
Director Darvin Schildknecht	Aye

Western Cass Fire Protection District
Minutes from the Regular Session
January 19, 2022 at 07:00 pm

Motion passed.

9. Miscellaneous

a) Monte Olsen asked if they are having the fire fighters fill out a W9. He asked if the CPA and District's attorney had agreed upon this. He stated that if the District was audited and they found they were not doing this correctly that the District would be responsible to pay the taxes. Chairman Terry Magelssen stated that this has come up in the past about whether to consider them employees, volunteers, or contractors. He stated they are called volunteers, but they do receive a stipend. He stated that the District supplies the needed tools and uniforms. Monte Olsen stated there is a twenty-question form that can help the District determine what they need to do about this. Monte Olsen asked if the State Auditors questioned this. Treasurer Kerri VanMeveren stated the State Auditors did, but they were very reluctant to give any advice on this. Chairman Terry Magelssen stated that they were give no advice by the State Auditors. Monte Olsen suggested they get with the CPA and the District's attorney to see what advice they give them. Treasurer Kerri VanMeveren stated she will put this on her to-do list.

b) Chairman Terry Magelssen reminded everyone that there will be another Work Session this month on Wednesday, January 26, 2022 to finish up the initial assessment with Consultant Monte Olsen.

c) Director Darvin Schildknecht asked if it is okay to purchase metal to replace the missing pieces in the entry way at Station 2. All the board members stated this would be fine.

d) Chairman Terry Magelssen stated that Deputy Chief Chris Beal will be getting a list of needs for the operations side. Treasurer Kerri VanMeveren stated that she has not seen anything yet from him, but to have him send that over to her. Chairman Terry Magelssen stated this was in the works.

Director Darvin Schildknecht made a motion to adjourn from tonight's Regular Session.

Adjourned from the Regular Session at 08:18 pm.