



## Minutes

Western Cass Fire Protection District  
Regular Session Meeting  
Wednesday, September 20 2023, at 7:00 pm  
Fire Headquarters  
5 S. Rogers Road, Cleveland, MO 64734  
In Person Only

1. Call to Order by the acting Secretary / Director Bigg 7: 05 P.M.

2. Pledge of Allegiance

3. Roll Call (Quorum)

- |  |         |
|--|---------|
| i. President Sue Hosterman (2019-2025)   | Present |
| ii. Vice Chair John Webb (2022- 2027)    | Present |
| iii. Director Tom Reintjes (2023- 2029)  | Present |
| iv. Director Theresa Hawkins (2020-2025) | Present |
| v. Director Mike Bigg (2021-2027)        | Present |

4. Approve the September 20, 2023 Regular Session Meeting Tentative Agenda.

President Hosterman made a motion to approve the September 20, 2023 Tentative Special Session Agenda which includes a closed session to discuss district legal issues with the district lawyer.

Passed

- |  |     |
|--|-----|
| i. President Sue Hosterman (2019-2025)   | Aye |
| ii. Vice Chair John Webb (2022- 2027)    | Aye |
| iii. Director Tom Reintjes (2023- 2029)  | Aye |
| iv. Director Theresa Hawkins (2020-2025) | Aye |
| v. Director Mike Bigg (2021-2027)        | Aye |

5. President Hosterman announced that due to the full business schedule, there is no time allotted for public comments. The public was also reminded of the district policy that any recordings of the meeting must take place behind the island, behind the seating area.

6. Approve the Regular and Closed Session Meeting Minutes of August 24, 2023

7. President Hosterman motioned to approve the August 24, 2023 open and closed session minutes.

Passed

- |  |     |
|--|-----|
| i. President Sue Hosterman (2019-2025)   | Aye |
| ii. Vice Chair John Webb (2022- 2027)    | Aye |
| iii. Director Tom Reintjes (2023- 2029)  | Aye |
| iv. Director Theresa Hawkins (2020-2025) | Aye |
| v. Director Mike Bigg (2021-2027)        | Aye |

8. Treasurer's Report - was provided to the directors, received and reviewed by the directors

9. Old Business

- (a) MAFPD Training - Director Theresa Hawkins asked for information on the MAFPD training & resources websites. The training for September and November have been canceled. Director Bigg and Hawkins are looking for a way to get up to speed for their current duties before the next training sessions in 2024. Stephanie will send the links to the directors
- (b) Raymore Community Bank - Director Webb presented a request from the Raymore Community Bank to document the results of the recall election on 8/8/23 and state the members of the current board, and specify those that should no longer have access to any accounts. It was verified from the minutes of Aug 16, 2023 that had previously been completed, and that the District Manager provided those in person to the bank during the week of Aug, 21, 2023.
- (c) Banking - review information from 2 proposed banks to move the District asset. Discussion and debate.

Director Webb moved for bank A to become the financial institution of the WCFPD

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

- (d) Banking - Director Webb moved that the signatores should be the current Board Chair, Vice-Chair, and Treasurer. Passed

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

- (e) Banking - Director Webb moved for the account to provide credit card accounts with a minimum total of \$6,000. The cards will be available for the Chief (\$2k), the Treasurer (\$2k), and the District Manager (\$2k). Passed

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

- (f) IT update - Director Webb provided that SmartPro told him there is a "legal lock" on the district data, preventing any transitions. John has asked them to verify who and when that "lock" was set. They hope to provide that information this week. Director Webb will follow-up. The District Manager will be providing documentation of the recall election results and the current board of directors to SmartPro for clarification.

- (g) Director Webb is still waiting for the written quotes to be provided for the immediate work to

transfer all data assets to the new IT service.

- (h) Director Webb motioned to send OOMA a termination notice before the 2024 renewal date.

Passed

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

- (i) Director Webb motioned for District Manage to update all existing OOMA contacts to the Magic Jack numbers. Passed.

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

- (j) Levy Increase - Director Webb asked the District Attorney if there was any way to "clean the slate" on levy rates for the district. Based on statues and the Hancock amendments the answer is no. The maximum increase allowed by the state for our district is \$0.50. That increase can only be passed as a ballot initiative and voted on by the public.

- (k) Sunshine requests - Director Webb asked about the MO AG question of a current sunshine request. The AG has not yet provided feedback. The District Lawyer will be following up with the AG.

#### 10. New Business

- (a) There is a leak from the roof at station 2. Cody, the Chief and Director Reintjes will work on a temporary fix. President Hosterman will check records of a warranty from the previous repairs approx 5 years ago. Director Webb was looking for a roofing company. Quotes will be needed to approve the repairs.

- (b) Treasurer - Director Bigg asked that the board provide professional liability insurance with en Exceptions & Ommissions clause for the role of Treasurer. President Hosterman said there may be that on the existing coverage and is checking to verify.

- (c) President Hosterman motioned for Directory Bigg for the office of Treasurer, effective immediately, and to continue to work with the District Manager delegating some responsibilities. The District Manager and Treasure are working out those details. Passed

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

(d) Inventory - Director Bigg presented an updated inventory form and requested that the Chief and his team fill out each column for each item completely. It will build on the May 2023 inventory so will not be starting from scratch. If an item is missing or new please add or cross them out on the list. No cell should remain blank, insert "na" if the answer cannot be found. Please return the update information before the October meeting. This list will be used to budget more completely as well as provide an asset management tool.

11. President Hosterman moved to close the Regular Session. Passed

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

12. Closed Session - District Legal discussions

13. Return to Regular Session

(a) Raymore Community Bank - Directors Hosterman and Webb would deliver a copy of those minutes to the bank on Thursday, Sept 20, 2023.

(b) Banking - Director Bigg proposed a Blanket Resolution that the Chair, Vice-Chair, and Treasurer or their designee is authorized to take any and all steps required to move all funds from Raymore Community Bank to Central Bank. Passed

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye

(c) Chief Johnson announced promotions of:

- A. Mike Day to Captain
- B. Cody Porter to Battalion Chief
- C. Jack Blackenship to Lieutenant
- D. Chris Martin to Lieutenant

14. Adjourn 10:18 P.M. Passed

- i. President Sue Hosterman (2019-2025) Aye
- ii. Vice Chair John Webb (2022- 2027) Aye
- iii. Director Tom Reintjes (2023- 2029) Aye
- iv. Director Theresa Hawkins (2020-2025) Aye
- v. Director Mike Bigg (2021-2027) Aye