



Western Cass Fire Protection District
Minutes from the Work Session
June 2, 2021 at 7:00 pm
Fire Headquarters
5 S. Rogers Rd., Cleveland, MO 64734

Commented [KV1]: @Beth

1. Meeting called to order at 7:02 pm.
The meeting was recorded.
2. Pledge of Allegiance
3. Roll call:
 - a) Chairman Terry Magelssen Present
 - b) Vice Chairman Sue Hosterman Present
 - c) Treasurer Kerri VanMeveren Present
 - d) Director Ed Summer Absent
 - e) Director Darvin Schildknecht Present
4. Fire Fighter Kevin Collins was present at the work session meeting.
5. Reports
 - a) Chairman Terry Magelssen stated that he has delegated the Image Trend work to Chief George Poulignot. He also has been in contact with the secretary to get the Bonds for the Board Members and the Oath's to the County Clerk.

Chairman Terry Magelssen received the State Auditor's report and will share during the Executive Session.
 - b) Vice Chairman Sue Hosterman stated that copies of the Bonds for the Board Members are in the cloud.
 - c) Treasurer Kerri VanMeveren sent out her Treasurer Report before the meeting for review, but she touched on some points for discussion. She stated that ACH for the stipends were approved by the bank and that should start in July. Treasurer Kerri VanMeveren continues to work on electronic check signing. She has spoken with South Metro FD on their process. The process for WCFD will be similar to this; Chief George Poulignot will receive the bill, code them and put them in a folder on SharePoint for 2 Board Members to electronically sign off and then they will be put in another folder for the Treasurer to review and then sent on to the CPA for payment to be made. Treasurer Kerri VanMeveren stated that the old debit card has been deactivated and Chief George Poulignot should be receiving his debit card any day. Treasurer Kerri VanMeveren stated that they should be getting one check for the extractor and stipends. Treasurer Kerri

VanMeveren stated that we are not ready for a budget amendment because we have yet to get written estimates on the building upgrades needed for the Extractor. She stated that she has been helping provide referrals for the Chief to get bids for this work. Treasurer Kerri VanMeveren stated that SmartPro has moved most of the data from the OneDrive to SharePoint. She is going to verify that all info has been moved and will contact everyone once she feels confident it has been done correctly. Treasurer Kerri VanMeveren showed the secretary how to get a smaller URL link for the virtual Teams link for the meetings.

Treasurer Kerri VanMeveren's typed report included the following;

- ACH payments have been approved by our bank. Our Chief is working on collecting the forms from everyone so they can get set up for receiving their stipends via ACH. I expect that stipends will start being paid in July.
- I have met with a couple of people from S. Metro to discuss how they have their electronic check signing process set up. Of course, they have a much larger budget and many more bills and they have paid staff. So, I looked for things we could mirror given our all volunteer status.
 - I have received the paperwork from our bank to get online bill pay set up and also shared with our CPA McCoy. There are no costs for us by the bank for using online bill pay and will not be any additional costs by McCoy for moving to electronic check signing. There could be a small set up fee by McCoy if there are additional steps in the process required by the bank but it should be minimal if that does happen.
 - The process would look as follows:
 1. The process for the Chief would remain unchanged in receiving, approving and coding all bills. The only thing he would do different is place these coded bills into a designated folder on our SharePoint.
 2. One or more designated persons from the board would review the bills in the designated folder. Upon this persons review and approval, that individual would move them to another designated folder that becomes their approval of those bills.
 3. The Treasurer will then take from the designated folder mentioned in the previous step to upload them to our CPA's accounting system Zero.
 4. The CPA will then know that all bills uploaded to Zero are approved to be paid electronically, unless they are already being paid via ACH and those would continue as they have been.
- The old debit card has been de-activated and our Chief is in the process of getting his own debit card. The bank is getting the card prepared, as the Chief has sent all requested information.
- CARES ACT: Once we have paid May stipends, I will be submitting stipend history paid from Dec 2020 through May 2021 along with the payment made for the Extractor for reimbursement from the county which will should deplete all remaining funds available.
- Budget Amendment: The Chief has now revised the original cost estimates for the building upgrades to support the new Extractor from the reported \$5K to \$7K where based on this information, the board approved the purchase of the Extractor. The Chief now feels those estimates were not accurate and is estimate costs up to \$20K. The Chief reports continued issues with getting written estimates. Given the wide ranging of estimates on these upgrades, we really need to have written estimates so that the board can make better decisions based on known and real costs. The Chief can expand more during his report,

however, with the Chief's approval, Darwin and I are working to find other qualified contractors that can provide estimates. If others have recommendations, I am sure they would be welcomed.

- SmartProKC:
 - Everyone has confirmed that their emails have merged successfully to their o365 accounts. SmartPro just happened to mention that they had an issue with moving over Tom Reintjes's email and needed to research. I am disappointed that this was not resolved earlier given how long they have had to work on this and it seemed as though they had not verified all accounts had transitioned. We will need to pay special attention to ensuring any requests made of them that we follow up as I have found they cannot be relied upon to do this without consistent monitoring. The G-Suite will be discontinued as soon as Tom's email account has been confirmed moved.
 - I think the training improved when Matt did the training last week. They have offered to continue the training through early July at no additional cost to us. I highly encourage everyone to attend or at the very least watch the videos when they cannot. I am seeing some activity in Teams, would be great to see more. We will want to have further conversation on how we want to best utilize Teams, Chats, and the other features.
 - The file structure is in the process of being set up. The Chief has provided the structure he wants set up for operations. This has been set up using place holders for the fire fighters until we are ready to add them. I hope to have this finished by early next week. I will notify everyone via email when that happens.
 - I noticed the long URL that comes out of TEAMS for meeting notifications on the agenda. In speaking with SmartPro, the only work around is to use another tool called TinyURL to shorten the URL. It is free and I will work with Beth for future meeting/agenda publications. You can google it if you are not familiar with it.

d) Director Ed Summer was not present but spoke with Chairman Terry Magelssen and Director Ed Summer stated he had concerns on the electronic signing of checks. He also asked if there will be any points lost during an audit if they move to electronic signing. Treasurer Kerri VanMeveren stated she had already spoken with the state auditors on this and as long as the district has a procedure in place for electronic check signing in the Policy and Procedures Manual it will be fine. Chairman Terry Magelssen stated if they have clear tracking of who is moving the documents to the next folders for review, he is okay with that. Treasurer Kerri VanMeveren stated that they can get with SmartPro for the audit logs of moving documents from folder to folder. Chief George Poulignot asked if he uploads a document will there be a notification for others to see and not have to get into the folders to check. Treasurer Kerri VanMeveren stated she did not see it being that way but will reach out to SmartPro for verification. She did state that the conversation feature on Teams sends out notifications, but the chat feature does not. Chairman Terry Magelssen stated there should be a team that is labeled "Financial".

e) Director Darwin Schildknecht stated that he has been working through Teams and has went up to the SmartPro location for more hands-on help. He also stated that he is taking a course at JCCC for computer usage. Chairman Terry Magelssen stated that all members should be creating and deleting Teams. Treasurer Kerri VanMeveren stated she agreed and encourages everyone to play around with Teams. She said the more we know about creating a Team and a Channel the better.

f) Chief George Poulignot stated that he attended the city council meeting again. He was approached about using the sign at Station 1 to advertise the City-Wide Garage Sale. He stated they did allow them to use it and wants to work along side with them on different events they are hoping to bring back to the community.

Chief George Poulignot stated that he attended the ESP meeting with Cass County Fire Service. The end of service for the districts radios is approaching. The radios will work, but there will no longer be support for the radios. He is in the process of getting the radios updated. He stated that some of the radios, that the district does not own, will go out of date June 30th as well.

Chief George Poulignot stated that he has been working on getting everything in the works to obtain a medical director for the district. He has met with Chief Sapp on the protocols that are needed for a medical director. He stated that Belton's protocols will work for WCFD response care. That we will fall under their scope and should be able to use their medical director.

Chief George Poulignot stated that the district rents 16 oxygen tanks from Airgas. There is a fee to have them filled when needed plus the trip charge to have this done. Belton uses a different vendor. We can continue to rent the bottles, but trade out empty cylinders with Belton and they can refill them for us.

Chief George Poulignot spoke about the fleet maintenance. He stated that Engine 1 was worked on today, they replaced 6 valves. Chief George Poulignot stated that better budget planning will be done this next year since they know what is going on with the fleet a little better now. He stated that the ladder testing was completed on Friday, May 28th. Fire Fighter Kevin Collins spent the day at the station while the inspector was there inspecting the ladder truck. Chief George Poulignot stated that the ladder truck performed well. He stated that they are ready to sell the truck, as planned. He stated it is drivable and functions well. Treasurer Kerri VanMeveren asked what market value is on the ladder truck. Chief George Poulignot stated that it is only worth \$5,000.00 to \$7,000.00.

Chief George Poulignot spoke about the iPads that the board members turned into him. He currently has 4 of the 5 iPads. He is getting them up and going to be placed in the apparatuses.

Chief George Poulignot stated the district has a surplus of electronic devices. He said that FirstNet stated they would purchase them back and give a credit, but now they are saying that they have no value. Fire Fighter Kaitlyn Scott spent a day gathering serial numbers from the devices. Chief George Poulignot said the district does not have a need for these devices. Chairman Terry Magelssen stated that they are doing right by showing the taxpayers the district purchased these, used them, and will now try to sell to make a profit from them.

Chief George Poulignot stated they have a new volunteer fire fighter, Peyton South. He has a background in fire fighting and brings a lot to the team.

Chief George Poulignot stated that 3 fire fighters are interested in living at Station 2. Treasurer Kerri VanMeveren asked if the district has the requirements and Policy and Procedures in place for the possible residents. Chief George Poulignot stated they don't have it in place yet, but he will get to working on that. He has worked with residents before in the past and brings a lot of

knowledge on how to handle it. Treasurer Kerri VanMeveren stated that all needs to be in place before anyone can live at the station. Chief George Poulignot stated that he agreed.

Chief George Poulignot stated that 3 fire fighters went to Summer Fire School in Columbia. Fire Fighter Kevin Collins went on his own funding. Zachary Taylor and Parker Graves were able to get funding from the district to go. Deputy Beal has completed their expense report for gas and meals and will be turning that in soon.

Chief George Poulignot stated that Fire Fighter Brenden Fletcher attended Fire 1 and 2 Academy in Hutchison, KS.

Chief George Poulignot stated that some of the fire fighters are going above and beyond to get extra training. He hopes the district can send more to training soon.

Chief George Poulignot stated that the extractor has been purchased and has shipped. It will be stored in a warehouse in Kansas City until Station 1 is ready for it to be installed.

Chief George Poulignot spoke with an electrician today on getting a bid for Station 1 work. He stated he did receive a bid from another vendor, but it was unorganized and not put together well. Chief said he will continue to work on this to get the bids needed.

Chief George Poulignot stated that while they have the SOG's and SOP's in place they don't always support our district. But that is still a work in progress.

Chief George Poulignot stated that the call volume is down significantly. That there are only 6 calls last month.

6. New Business

a) Performance Review for Fire Chief

Chairman Terry Magelssen stated that they hired a Fire Chief that had the qualifications and that is worthy of the position, but they need to do a performance review with the board so he knows what is expected of him and where they are stand. He stated the board needs to understand the job description and roles then they can grade the performance of the Fire Chief. He stated that he has put a document together from other documents from volunteer agencies that have a stipend paid Fire Chief. Director Darvin Schildknecht stated that he believes this should be discussed during the Executive Session. Chairman Terry Magelssen stated that he agreed and that the board needs to take the time to review the document and he will get with them each individually for their performance review on the Fire Chief.

b) List of Date for NIMS Training

Chief George Poulignot stated that Deputy Beal can teach the required NIMS board training. NIMS is a federal training that is required for FEMA relief in case of natural disasters. Chief George Poulignot stated that Wednesday evenings would be best for Deputy Beal to teach the training. Treasurer Kerri VanMeveren stated that the follow-up meeting with the state auditors needs to happen first. Chairman Terry Magelssen suggested August 11, 2021, as a tentative date for the NIM training. The training will take 2-3 hours. He told the board they need to let Deputy Beal know by Monday if this will work for everyone.

c) SmartPro Onboarding

Treasurer Kerri VanMeveren asked what everyone thought of the training they have received so far from SmartPro. Chairman Terry Magelssen stated that he likes Matt as an instructor. He feels like Matt explained Teams well. Chairman Terry Magelssen stated he is looking forward to the interface with SharePoint. Vice Chairman Sue Hosterman stated that she has been disappointed with the training, but that she feels it is getting better. Director Darvin Schildknecht stated that he has been up to SmartPro's office a couple times now for some one-on-one help. Chief George Poulignot stated that he is in-different to the training but the more everyone uses it the more they can focus on questions they have about the new platform. Treasurer Kerri VanMeveren stated that the email move has been successful for all members, so they were able to put G-Suite to the side. She stated that she added Chairman Terry Magelssen to have access to the email accounts. Treasurer Kerri VanMeveren stated that SmartPro has moved over the files from the OneDrive to SharePoint. She is going to do another verification soon that everything did get moved over. Treasurer Kerri VanMeveren stated that she did receive the first invoice from SmartPro and that has been sent to Chief George Poulignot. She stated that she will be double checking the billing from them. Chairman Terry Magelssen asked if they were going to exceed the training that SmartPro offered in their contract. Treasurer Kerri VanMeveren stated that they are giving them an extra 8 hours of training. Chief George Poulignot asked if the training recordings will expire. He was hoping to be able to refresh with them when needed. Treasurer Kerri VanMeveren stated that the links will not expire, and the file structure is not set up yet, but she will be working on this and get the training videos downloaded. Chairman Terry Magelssen stated that the training videos do need to be retained for future reference.

7. Miscellaneous

Treasurer Kerri VanMeveren stated that the secretary will have the Policy and Procedures Manual updated and sent back to her by the end of the upcoming weekend.

Motion to adjourn from the work session meeting by Director Darvin Schildknecht.

Adjourn from the work session meeting at 8:16 pm.

Returned to the work session meeting at 9:12 pm after adjourning from the executive session.

Chairman Terry Magelssen asked if there were any further comments to close the night. He stated that the iPads have been turned over to the Fire Chief and wanted to make sure that the board members are okay with using personal computers, laptops, and tablets. Chairman Terry Magelssen stated that each member needs to have a dedicated device to install Teams on. He stated that he did have a district laptop at his house that was used by one of the former secretaries. He will take the laptop to Treasurer Kerri VanMeveren to see if it will work for Share Point and Teams for someone that needs it.

Treasurer Kerri VanMeveren asked about the equipment for video recording for future meetings. Chairman Terry Magelssen stated that with the district using Teams now they may not have a need for a new recording system. Treasurer Kerri VanMeveren stated that an affordable webcam, microphone, and speakers would be beneficial. Chairman Terry Magelssen stated that the board meetings will continue to be at Station 1 until the remodel at Station 2 is complete.

Vice Chairman Sue Hosterman asked about the timeline for the remodel at Station 2. Chief George Poulignot stated that contractors are extremely hard to come by right now. He said they do have the scope of work from the insurance company they can use to let contractors know what needs to be done. Treasurer Kerri VanMeveren stated that the scope of work needs to come from the board and Fire Chief, not what the insurance company has provided. Chairman Terry Magelssen agrees they need to come up with how they want the remodel to be, so it is done to their needs for the residents that will eventually live at Station 2. Treasurer Kerri VanMeveren stated she will reach out to other Fire Departments on contractors they have used in the past. Chairman Terry Magelssen stated that Chief George Poulignot needs to put together an RFP for the contractors, so they are all bidding on the same scope of work.

Motion to adjourn from the work session meeting by Director Darvin Schildknecht.

Adjourn from the work session meeting at 9:36 pm.