



Western Cass Fire Protection District  
Minutes from the Work Session  
March 3, 2021

Meeting called to order at 7:02 pm.  
The meeting was recorded.

Roll call:

Vice Chairman Terry Magelssen	Present
Treasurer Ed Summer	Present
Director Sue Hosterman	Present
Director Kerri VanMeveren	Present

Public Present: Darvin Schildknecht

1. Reports

- a) Vice Chairman Terry Magelssen has been working on the Policy and Procedures Manual for the Board. He will present the changes and additions during the New Business portion of the meeting.

Vice Chairman Terry Magelssen had the secretary update the Board Calendar.

Vice Chairman Terry Magelssen stated that in the April Regular Session that Mr. Darvin Schildknecht would be sworn in as the newest member of the Board. He also stated there will be a badge pinning ceremony for Chief George Poulignot, date is TBD.

- b) Treasurer Ed Summer stated he has received more requests from the state auditors. They are asking to see the SOG's and SOP's that were in place for 2020. Chief Poulignot has the most recent documents for the SOG's and SOP's for 2020 and will have this to Treasurer Summer by early next week. Treasurer Summer will send all the info to the state auditors.

Treasurer Ed Summer stated that he was contacted about an audit on the Cares Act money the district received. He now must provide all stipend info from 2020.

Treasurer Ed Summer spoke about having issues getting a hold of the insurance company for more clarification on the check they received for the damages to Station 2 from the flood. Director Sue Hosterman will contact the insurance

Western Cass Fire Protection District  
Minutes from the Work Session  
March 3, 2021

company again tomorrow. Treasurer Summer stated the lack of documentation that was provided with the check is worrisome.

Treasurer Ed Summer stated the Debit Service Payment was pay via ACH payment for \$117,404.25. He has emailed the CPA for documentation on this transaction.

Treasurer Ed Summer stated the CPA provided documentation on the general ledger account and the debit account that he has provided to the state auditors.

- c) Director Sue Hosterman stated she still has not received a response on the check they received from the insurance company for the flood damage to Station 2.
- d) Director Kerri VanMeveren stated she did not have any reports and will discuss what she needs during the New Business portion of the meeting.
- e) Chief George Poulignot spoke briefly about the report he sent out to the board. He would like feedback on the format or if they need anything added. Director Kerri VanMeveren stated she would like to see the incidents section to be easier to understand.

Chief George Poulignot stated that the fleet maintenance part will continue to grow once they can evaluate all the fleet properly. He stated with the weather warming up they will be getting on this sooner than later.

Chief George Poulignot stated he does need a phone in the Chief's office at Station He will need a WiFi phone connection to plug into the wall.

## 2. Policy and Procedures

- a) The Policy and Procedures is a manual on how the Fire Board does business. The SOG's and SOP's are for how operations are handled.
- b) Vice Chairman Terry Magelssen stated that any changes that he made to the Policy and Procedures Manual is highlighted in yellow. Any additions came from the By Laws.
- c) Vice Chairman Terry Magelssen spoke briefly on the changes and additions. He asked the board to review and let him know if there are any questions or concerns.

### Examples:

1.1 Vice Chairman Terry Magelssen stated this is more of a definition of who we are as a fire district.

2.1 He stated this shows the authority of the directors.

Western Cass Fire Protection District  
Minutes from the Work Session  
March 3, 2021

3.3 WCFD uses titles like Chairman, Vice Chairman, Treasurer and Directors for the positions on the Board.

5.3 Chief position will be evaluated yearly. They will soon establish this process to be prepared when the evaluation is needed.

Article 6 Review of Board Meetings

Article 9 Finances – There shall be no practice of purchasing and expecting reimbursement without proper approval before purchasing.

9.2 Any contract that exceed \$10,000.00 or more need 3 competitive bids.

9.5 Treasurer Ed Summer provided the verbiage for the debit card policy.

9.12 The district will not enter into any loans.

Appendix A states how to bring on new members.

The Social Media Policy also needs to be a SOP for all individuals within the fire districts.

Vice Chairman Terry Magelssen will send out the draft copy of the Policy and Procedures for the board to review.

Director Kerri VanMeveren stated there needs to be a revision page so we can easily see what changes and or additions were recently made without reading the entire policy. Vice Chairman Terry Magelssen stated he did agree with that and that is what he was looking for.

3. IT Vendors

- a) Director Kerri VanMeveren discussed the vendors answers to the review questions. Both Treasurer Ed Summer and Director Sue Hosterman stated they did not have any questions on either vendor. Vice Chairman Terry Magelssen asked what the cost for the vendor to manage platform would be. He also asked what the cost for support, training and hourly customer service would be.
- b) Director Kerri VanMeveren stated they need to put together some questions for both vendors for clarification. She suggested they schedule a call with the vendors to ask the questions. Vice Chairman Terry Magelssen stated he would attend the call to support Director Kerri VanMeveren.
- c) Director Kerri VanMeveren asked the board to score the two potential vendors. She

Western Cass Fire Protection District  
Minutes from the Work Session  
March 3, 2021

suggested there be a special meeting or executive session to address scores and schedule a vote.

- d) Treasurer Ed Summer asked how he is to know the qualifications if he doesn't know the companies. Director Kerri VanMeveren stated that he should read the technical proposals and score from there.
- e) Vice Chairman Terry Magelssen asked if there is a cost to add more email addresses. Director Kerri VanMeveren stated she would check with the potential vendors.
- f) Director Kerri VanMeveren stated she would like the scoring back to her by March 7<sup>th</sup> or 8<sup>th</sup>. Once she has the scoring, she will send out the cost sheets to the board. She will then get a call scheduled with the potential vendors by March 17<sup>th</sup> and have a possible executive session after the March Regular Session.

#### 4. 2021 Budget Amendment

- a) Treasurer Ed Summer spoke about the expenditures, tax levy revenue and the total including the grant from The Cares Act. He discussed what is budgeted compared to what WCFD has.
- b) Treasurer Ed Summer spoke about all the budget changes/amendments he had. He stated that he did not think it was necessary to have a line item in for a Chief's vehicle. They could use that amount elsewhere on the budget. He stated again that the CPA costs and insurance costs have increased and needs ideas on what can be trimmed down on the "place holder" in the budget. Vice Chairman Terry Magelssen stated that the "place holders" on the budget are there for future growth of the district and looking towards the future.
- c) Treasurer Ed Summer stated that the Amendment 2.2 draft form does not have to be approved this month, but that it needs to be done in a timely manner.
- d) Chief George Poulignot wants to set down with Treasurer Ed Summer and discuss the budget. Vice Chairman Terry Magelssen suggested the board give Chief Poulignot until July to get the budget adjusted and work for 2021 WCFD.
- e) Treasurer Ed Summer spoke about the building repair line on the budget had to be upped due to the flood at Station 2.
- f) Director Kerri VanMevern stated she was concerned with getting the financial package in a timely manner to have it fully reviewed by the regular sessions each month. Treasurer Ed Summer stated he is receiving the financial package later and

Western Cass Fire Protection District  
Minutes from the Work Session  
March 3, 2021

later each month. He stated the holdup is with the CPA. He also stated that WCFD is paying for a service and not receiving the quality of service that is needed. He spoke about the system the CPA uses is not user friendly.

- g) Treasurer Ed Summer stated again he was still trying to get copies or documentation of the canceled stipend checks for the state auditors from the CPA.
- h) Vice Chairman Terry Magelssen asked if they need to get bids every so many years. He also asked if the CPA gave Treasurer Ed Summer a timeline on getting him the info he needs for the state auditors. Treasurer Ed Summer stated he was not given a timeline, but he is finding working with the CPA challenging lately. He also stated that they just renewed the contract with the CPA in October or November 2020.

#### 5. Financial Policy and Procedures

- a) Director Kerri VanMeveren stated the financial policy needs to include debit card policy, petty cash policy and the charge account policy that includes a policy on opening accounts. She also stated that there needs to be an umbrella type financial policy for all of the expectations on how the districts money should be spent.
- b) Treasurer Ed Summer stated there needs to be a procedure for processing expense payments. He also stated the debit card policy explains the usage of the debit card.
- c) Vice Chairman Terry Magelssen suggested the board go through section 9 of the Policy and Procedures Manual and make a list of any questions they may have.
- d) Director Kerri VanMeveren spoke on how the board needs to address mindful spending and keeping everything under budget for facility and apparatus expenses.
- e) Chief George Poulignot gives a report each meeting for the expenditures on fleet or any cost in general that has been spent or needs to be spent.

#### 6. Secure Locked Areas at Station 1 and Station 2

- a) Director Kerri VanMeveren stated there should be a locked cabinet in the Chief's office at Station 1.
- b) Treasurer Ed Summer stated that the Chief's office would need to be accessible, but that the Chief also needs a place to secure his things.
- c) Chief George Poulignot suggested to give the board a key to his office at Station 1.

Western Cass Fire Protection District  
Minutes from the Work Session  
March 3, 2021

- d) Vice Chairman Terry Magelssen stated he wanted the okay from Chief Poulignot to change the lock and give access to the board. He will get a new lock and keys for the Chief's office soon.
- e) Chief George Poulignot also suggested that the Chief's office and the board office be the same key.
- f) Vice Chairman Terry Magelssen authorized Chief George Poulignot to get the locks changed and a proper locking cabinet for the Chief's office.

7. Social Media Policy

- a) Vice Chairman Terry Magelssen stated the Social Media Policy is not in the Policy and Procedures Manual.
- b) Director Kerri VanMeveren stated that the Social Media Policy should be made into a SOP or an electronic policy.

8. Miscellaneous

- a) Treasurer Ed Summer stated that the bond for the board needs to be worded correctly for state requirements. Vice Chairman Terry Magelssen asked if the district's attorney, Frank, could assist. Treasurer Summer stated he would need documentation to provide to Frank. Chief George Poulignot stated the Public Official Liability is the bond policy for the board. This was in the packet from the renewal of insurance.
- b) Treasurer Ed Summer stated each piece of documentation coming from the CPA's office is costing more money with the CPA.
- c) Treasurer Ed Summer spoke again on the audit of the Cares Act money. There can always be an audit on federal money that is provided to any business. The district's attorney, Frank, stated it need to be a Covid related expense that that would be okay.
- d) Director Kerri VanMeveren spoke about the petty cash fund and whether is was necessary. This needs to be added to the Policy and Procedures Manual, if so. The petty cash fund will need to be placed in a locked box in a secure area and not to exceed \$100.00. Any purchases with the petty cash fund will need a receipt to provide proof of purchase. Treasurer Ed Summer stated that the board will need to approve the petty case fund/box.

Western Cass Fire Protection District  
Minutes from the Work Session  
March 3, 2021

- e) Treasurer Ed Summer stated the internet is Go Brolly at Station 1 and is free to the district because they house the main router at Station 1. He stated the internet vendor for Station 2 is AT&T. Vice Chairman Terry Magelssen suggested there be a land line at Station 2.
  
- f) Director Kerri VanMeveren suggested the Board Meeting Agendas be posted on the NextDoor App by the Secretary. Vice Chairman Terry Magelssen stated he will continue to update the website with meeting info and possibly Facebook to bring more community involvement.

Work Session Meeting Adjourned at 9:31 pm.