



Western Cass Fire Protection District  
Minutes from the Regular Session  
January 20, 2021

Meeting called to order at 7:00 pm.  
The meeting was recorded.

Roll call:

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

Public Present: Darvin Schildknecht

1. Adopt the regular session agenda for January 20, 2021.
2. Old Business – Consent Agenda
  - a) Approval of the regular, executive, work and special session minutes.
    1. 2020.12.16 Regular Session Minutes
    2. 2020.12.16 Executive Session Minutes
    3. 2021.01.06 Work Session Minutes
    4. 2021.01.11 Special Session Minutes
    5. 2021.01.13 Special Session Minutes
    6. 2021.01.13 Executive Session Minutes

Motion to approve all minutes that are listed in the Consent Agenda 2021.12.16 through 2021.01.13 by Director Kerri VanMeveren.

Chairman Tom Reintjes	Aye
Vice Chairman Terry Magelssen	Aye
Treasurer Ed Summer	Aye
Director Sue Hosterman	Aye
Director Kerri VanMeveren	Aye

Motion passed.

b) Notating and commenting on the December 2020 Financial Package.

1. Director Kerri VanMeveren noted she was opposed to the huge variances in the financial

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packages all year long.

2. Treasurer Ed Summer stated to make the financial package 5.a.7 from the Agenda part of the record. The financial packages will no longer be approved or voted on.

3. Reports

- a) Chairman Tom Reintjes stated he was submitting his resignation letter with an effective date of 01/20/2021 at close of business. He read his resignation letter to the board. The board will have to vote to accept Chairman Tom Reintjes' resignation.
- b) Vice Chairman Terry Magelssen spoke briefly about the new furnace at Station 2 being up and running. He also spoke about the water lines being repaired and water is now back on. He stated that Station 2 is ready for repairs.

Vice Chairman Terry Magelssen is still doing the Image Trend Training. He suggested again to get the tools needed for the fire fighters to do run reports in the field. He also suggested for the fire fighters to have the proper training on these tools.

Vice Chairman Terry Magelssen made a motion to accept Chairman Tom Reintjes' resignation.

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

Motion passed.

- c) Treasurer Ed Summer spoke about the Cares Act Fund. The district's attorney said that the expenditure was Covid19 related and to hang on to the money and do not return it.

Treasurer Ed Summer was contacted by the State Auditor looking for detailed information on his role as Treasurer of the Board. Treasurer Ed Summer asked what access the Auditors have to the districts OneDrive. They have full access.

Treasurer Ed Summer requested a PO Box key for the Cleveland Post Office. Chief Larkey has one key and will check tomorrow and see about getting an extra key for Treasurer Ed Summer.

Treasurer Ed Summer has a check for the fees for Image Trend that need to be signed by a board member. Vice Chairman Terry Magelssen will meet up with Treasurer Ed Summer tomorrow to sign that check. The Image Trend annual fee is \$1250 and the one-time fee of \$800 to move the run reports to a different data storage. Treasurer Ed Summer and Director Kerri VanMeveren discussed electronic billing with Image Trend among other vendors. They will get together to test this process.

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- d) Director Sue Hosterman stated that the cost for the bond for the board members is \$75.00 per year and covers \$5000 for the Treasurer and \$1000 for each board member.

Director Sue Hosterman spoke on the district's insurance being up for renewal March 1, 2021. She suggested that they get 3 bids from different insurance companies for the coverage of the stations. They have not had a claim for years until this water damage at Station 2. She also stated they need to remove the Chiefs buggy from the insurance policy.

- e) Director Kerri VanMeveren stated that this Friday, 01/22/2021 the IT RFP closes. There is only one vendor that has submitted a bid. There were several questions submitted from different vendors. Once this closes Friday, she will email out all the bids to the board.
- f) Chief Norm Larkey spoke about keeping the board up to date on the progress with the furnace and water line issues. The furnace was installed and is functioning properly. The plumbers fixed the main water pipe and two urinals that had been leaking for some time.

#### 4. New Business

##### a) Candidate for Fire Chief

1. Treasurer Ed Summer checked three references on the candidate for fire chief. He was able to reach one and still waiting to hear back from the other two.
2. Vice Chairman Terry Magelssen spoke about the contract for the fire chief candidate. He had input from Chairman Tom Reintjes, Director Sue Hosterman and the district's attorney, Frank. The rest will be discussed during the Executive Session tonight.

##### b) Repairs to Station 2

1. Chief Norm Larkey discussed getting 3 bids for the repairs at Station 2. It was mentioned to use the original company, but with the cost of repairs it is best to get 3 bids.
2. The quote from the insurance company should be comparable to the bids from the repair companies.
3. Director Kerri VanMeveren stated that now is the time to decide what is best for the board room at Station 2. What is best fit for the board meetings, including the public that will be present. After the board decides that needs to be done in the board meeting room Chief Larkey and Vice Chairman Terry Magelssen will meet at Station 2 and make a list of what needs to be repaired.
4. Vice Chairman Terry Magelssen stated that sooner than later the sheetrock should be replaced to prevent any future issues at Station 2.

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- c) Director Sue Hosterman has been in contact with the insurance company on the damage to Station 2. They should be sending the first check soon and the second check once the total damage is known. Director Sue Hosterman is going to follow up with the insurance company on the first check being sent out.
  
- d) Assessment Report
  - 1. Chief Norm Larkey went over the assessment report he has gathered for the district. He spoke about the volunteer/staffing being the biggest obstacle for the district. There are not any current volunteers that are in district. Chief Larkey also spoke about needing a command staff sooner than later with a new Chief possibly joining soon. He stated that the apparatus/fleet were in fair to good shape. Engine 1, being the newest, is 8 years old. Engine 2 is 17 to 18 years old. The ladder truck and both squads are old. Chief Larkey spoke about the condition of the stations. He said Station 1 is fair. He suggested the HVAC be replaced so there are not any issues like at Station 2. The drive into Station 1 needs fixed. He spoke about after the repairs at Station 2 the building should be good. The driveway at Station 2 needs repaired and the drive around the back of the building as well. Chief Larkey suggested a spreadsheet be made so, the district can keep up on the maintenance to both stations and refer to the last time maintenance was completed. He stated the budget was in good shape. There are 2 more audits that need to be completed to be current. Chief Larkey spoke on the future for the fire district. He presented 3 options to the board. The first being, to move forward as a district and request a Levy increase to be able to hire 2 part time staff. The second being, to merge with Dolan West Dolan. This would bring more command staff to WCFD. There would have to be a vote in both communities. The third being, contract the service for the district. This would mean there would no longer be the need for volunteers and the board would not have any operational control.
  - 2. Vice Chairman Terry Magelssen asked about the training tower being a safe structure or not. Chief Larkey said he is not sure if it meets NFPA code, but it needs to be looked at.
  - 3. Vice Chairman Terry Magelssen asked if WCFD was one of the few volunteer districts still around. Chief Larkey confirmed there are very few.
  - 4. Chief Larkey stated there is a need for full time protection even though the call volume does not support that. He stated that 80% of the calls are EMS calls. Belton responds to the medical calls and this is taking from Belton's district. The ISO rating will also help determine the Levy increase.
  
- e) MO State Audit
  - 1. Treasurer Ed Summer was contacted by the State Auditor looking for detailed information on his role as Treasurer of the Board.
  - 2. The board discussed that they need to let the Auditors know that Chairman Tom Reintjes was

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resigning and that Vice Chairman Terry Magelssen will step in.

f) Keys for Posting Boxes

1. This will be discussed more during the next work session, but both boxes need to be replaced with something that is keyed alike.

g) Repeal and Rescind all By Laws

1. The board discussed if the By Laws were needed and that they have the Policy and Procedures Manual. They discussed that if the By Laws were repealed and rescinded, they could still pull from them to update the Policy and Procedures Manual.

Motion to repeal and rescind all By Laws by Treasurer Ed Summer.

Chairman Tom Reintjes	Abstain
Vice Chairman Terry Magelssen	Aye
Treasurer Ed Summer	Aye
Director Sue Hosterman	Aye
Director Kerri VanMeveren	Nay

Motion passed.

h) Bond for the Board

1. Director Sue Hosterman stated that the cost for the bond for the board members is \$75.00 per year and covers \$5000 for the Treasurer and \$1000 for each board member. She stated they can sign up online to make this active. They will receive an invoice once it is active and get this to Treasurer Ed Summer to be paid.

i) Motions do not need a 2<sup>nd</sup> per Roberts Rules or Order for small boards

1. The board has already put this in place.

j) Electronic Billing Notifications

1. Treasurer Ed Summer and Director Kerri VanMeveren are setting up a time to go over this together. They will do some email testing to be sure this is working as it should.

k) Amend the 2021 Budget

1. Chief Norm Larkey presented the Amended 2021 Budget. This amendment was needed after all expenditures had occurred. Chief Larkey noted that 2018 Audit, 2019 Audit and 2020 Audit will be paid with 2021 budget. He is referring to the regular yearly audit, not the Missouri State Audit.

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Motion to approve the 2021 Budget Amendment 1.A by Director Kerri VanMeveren.

Chairman Tom Reintjes	Aye
Vice Chairman Terry Magelssen	Aye
Treasurer Ed Summer	Aye
Director Sue Hosterman	Aye
Director Kerri VanMeveren	Aye

Motion passed.

Motion to adjourn the Regular Session by Vice Chairman Terry Magelssen.

Chairman Tom Reintjes	Aye
Vice Chairman Terry Magelssen	Aye
Treasurer Ed Summer	Aye
Director Sue Hosterman	Aye
Director Kerri VanMeveren	Aye

Motion passed.

Meeting adjourned at 8:39 pm.