



Western Cass Fire Protection District  
Minutes from the Regular Session  
March 17, 2021

1. Meeting called to order at 7:00 pm.
2. Roll call:

Vice Chairman Terry Magelssen	Present
Treasurer Ed Summer	Present
Director Sue Hosterman	Present
Director Kerri VanMeveren	Present
3. Public Present: Darvin Schildknecht
4. Adopt the March 17, 2021 Agenda.

Treasurer Ed Summer made a motion to accept the March 17, 2021 agenda.

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

Motion passed.

5. Old Business
  - a) Consent Agenda
    - 1) Adopt the following minutes:
      - 2021.02.17 Regular Session Minutes
      - 2021.02.17 Executive Session Minutes
      - 2021.03.03 Work Session Minutes

The minutes need to be stamped with the WCFD seal and saved in the OneDrive as a PDF file once they are adopted or approved.

- 2) Notating and Commenting of the February 2021 Financial Package

Treasurer Ed Summer spoke about changes that were made to the financial package. He stated that line 42 of the excel spreadsheet in the 1,000 category for Building and Repair needed \$5,000.00 added to correct the budget. He stated that this was a mistake on the

Western Cass Fire Protection District  
Minutes from the Regular Session  
March 17, 2021

CPA's part. He stated that \$30,700.00 was the budgeted amount and the CPA's mistake only showed \$25,700.00. Director Kerri VanMeveren questioned if \$25,700.00 was the original budgeted amount. Treasurer Ed Summer reassured the budget amount was \$30,700.00. Director Kerri VanMeveren stated the original budget shows \$25,700.00 as the budgeted amount. She also stated that money can not be moved until there is a budget amendment approved by the board. Vice Chairman Terry Magelssen and Director Kerri VanMeveren asked when the budget amendment would be finished and ready for the board to approve. Treasurer Ed Summer stated it would be ready by the next board meeting.

Treasurer Ed Summer also stated that the revenues do not show on the financial package that only the expenses do.

6. Reports

- a) Vice Chairman Terry Magelssen stated the districts website is down. When the WC-FD.org was taken down it also took down the present website for the district. He stated that he is still working on getting this back up and is hopeful it will be up and going soon.

Vice Chairman Terry Magelssen stated he has been helping Treasurer Ed Summer with getting documents to the state auditors.

Vice Chairman Terry Magelssen spoke about discussing with South Metro Fire District on doing a meet and greet to keep the surrounding fire boards up to date on any issues or happenings. He stated this should kick off in the next 30 to 45 days.

- b) Treasurer Ed Summer stated he has been busy with getting the state auditor the document they need.

Treasurer Ed Summer stated that the state auditor is aware of the Cares Act Audit that the district is under as well. Director Kerri VanMeveren asked about the status of the Cares Act Audit. Treasurer Ed Summer is unsure of the status and stated he had to provide the application as documentation for the Cares Act Audit.

Treasurer Ed Summer stated he thinks the state audit is winding down.

- c) Director Sue Hosterman stated she has been following up on the bonds for the board members with the insurance company. She has not had any luck on getting the information she needs. Chief George Poulignot has been helping Director Sue Hosterman with this as well.

Director Sue Hosterman stated that other fire districts are using their Cares Act Funding to purchase washer and dryers for their stations or creating cleaning areas at the stations. Chief George Poulignot stated he has been looking into sanitation purchases that include a

Western Cass Fire Protection District  
Minutes from the Regular Session  
March 17, 2021

gear extractor. This would be a \$10,000.00 to \$12,000.00 purchase. He asked the board if they approved. This would have to be voted on.

Director Sue Hosterman asked when they will start getting bids for the repairs at Station 2.

- d) Director Kerri VanMeveren stated she has been working on a solution to keep the black laptop secure at Station 1 for the firefighters. She stated the combo lock for this laptop will not work. She asked if the board thought it was appropriate to leave it unlocked, but in the Chief's office for the firefighters to use. She stated that if it comes up missing, they will not replace it. Chief George Poulignot stated it can be locked up in his office and checked out by the firefighters to use as needed. Director Kerri VanMeveren stated she would make arrangements to get the laptop to Chief Poulignot.
- e) Chief George Poulignot spoke about the tornado warning that WCFD had Monday, March 15, 2021. He stated that Lee's Summit will no longer update warnings on the dispatch system/radio. He stated that WCFD will have to monitor this now for future warnings.

Chief George Poulignot has been in communication with a locksmith that can rekey the locks or install combo locks at both stations. He spoke with Cory Johnson of West Peculiar on what locks they use, and they shared ideas with Chief Poulignot. He stated that he will continue to work on this and get it wrapped up.

Chief George Poulignot stated he has been in communication with the insurance company on the repairs at Station 2. He stated the scope of work that was defined by their appraiser will cost more than the money the insurance company has paid out on the claim. He stated that the insurance company said there was more insurance checks to be issued to WCFD. He stated that he questioned if the claim money was negotiable. What happens if they want to change the interior layout of the building. The insurance company stated they can discuss this. Chief Poulignot stated this could happen especially if they need to get the station within code compliancy or ADA compliancy. Director Kerri VanMeveren asked if there was an expiration date on the insurance companies claim checks. Director Sue Hosterman stated she thought it was a year. Chief Poulignot stated that the contractor that did the work last time to Station 2 is not interested in the repairs. He stated that they are six months out for any project after the contract is signed. Chief Poulignot also spoke with MA Clark out of Peculiar on getting a bid. This is the company that he recommends, as he has seen their work. He also spoke with Trim Company out of Freeman for a bid. Chief Poulignot asked if the board room would stay the same. Director Kerri VanMeveren stated the board room needs to be more friendly for the public when they attend the meetings in the future. Vice Chairman Terry Magelssen stated that he thinks connecting the board room, bathroom and board office would be resourceful. Director Sue Hosterman asked if they will tear out the boards podium. Treasurer Ed Summer stated the insurance company said \$25,000.00 would cover the repairs, but now the insurance adjuster is saying it is a \$35,000.00 repair. Chief Poulignot stated again he believes there will be more claim checks coming from the insurance company.

Western Cass Fire Protection District  
Minutes from the Regular Session  
March 17, 2021

Chief George Poulignot stated there are no bay lights working at Station 2. He believes the ballasts are bad. He has a contractor lined up to come out and bid bay lighting options on March 22, 2021. He stated there could be rebates from Evergy if they go with certain lighting. He will be looking into this for cost savings.

Chief George Poulignot stated that he has a draft form of SOP Chain of Command that he is working on. He stated that he has uploaded the Rookie Document into the OneDrive.

Chief George Poulignot shared a Chain of Command Flow Chart with the board. He stated he has team members working most of these rolls currently, but without the titles. Treasurer Ed Summer stated that the flow chart is top heavy. Vice Chairman Terry Magelssen stated that it may appear top heavy, but that will help build the team at WCFD.

Chief George Poulignot stated he had an applicant for the Deputy Chief position.

Chief George Poulignot spoke about the brush truck needing tires. He has quoted them, and Max Ford has the best price at \$1,500.00 for all new tires.

Chief George Poulignot spoke about the other fleet that need repairs. He stated that Jeff Cordill of Apparatus Services will travel to the station to do the work. Chief Poulignot said there is a fee for him coming to the station to complete the work, but that relieves WCFD of finding a way to get the apparatuses to Jeff. Treasurer Ed Summer asked why there needs to be more repairs needed to Engine 2 if it was just repaired at TransWest. Chief Poulignot stated TransWest did not show anything on the paperwork about the air issues that Engine 2 is having. Chief Poulignot also stated he does not have any quote on the repairs needed, but that he was only letting the board know if the issues and the repairs that will need to be made. Vice Chairman Terry Magelssen stated that with the past negligence of the apparatuses there will be more repairs needed now and the board needs to be prepared for that. Treasurer Ed Summer asked the board how much they will approve for apparatus repair.

Chief George Poulignot stated he will check on all fleet titles and will make sure they are titled correctly.

7. New Business

a) IT RFP

1) Director Kerri VanMeveren stated that she sent out the cost proposals to the board and will go in further detail in the Executive Session later tonight.

b) 2021 Budget Amendment will be added to the upcoming work and regular session agendas.

c) Debit Card Amended Policy

Western Cass Fire Protection District  
Minutes from the Regular Session  
March 17, 2021

1) Treasurer Ed Summer stated the debit card policy is \$500.00 per purchase unless otherwise approved by the board. Director Kerri VanMeveren stated this is already in the Policy and Procedures Manual. She stated that she would like to see in the Policy and Procedures Manual a statement about if the card is lost or stolen that it must be reported within 48 hours. Vice Chairman Terry Magelssen stated that anyone who uses the debit card must turn in the receipts and they must be scanned in.

d) Purchasing Policy – Open Accounts has been added to the next work session agenda.

8. Miscellaneous

a) Treasurer Ed Summer stated that the fire fighters need to be cashing the stipend checks, so they reflect on the financial package each month or the following month.

b) Treasurer Ed Summer stated he deposited another insurance claim check from the flood at Station 2 on March 5, 2021 for \$1,564.05 to the districts bank.

c) Director Kerri VanMeveren stated that before anyone lives at Station 2 there needs to be a Policy and Procedures portion for that. Chief George Poulignot stated that he agreed and is familiar with this kind of Policy and Procedure that needs to be in place.

d) Treasurer Ed Summer asked the board if they can move forward with the Deputy Chief position.

Treasurer Ed Summer made a motion to offer the Deputy Chief position to Chris Beal.

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

Motion passed.

e) Director Sue Hosterman asked if they were going to get a petty cash box for Station 1. Director Kerri VanMeveren asked Chief George Poulignot what he thought was a reasonable amount for the petty cash box. Chief George Poulignot stated that \$50.00 would be sufficient. Chief George Poulignot stated that he would have all team members turn in receipts for any purchases made from the petty cash.

f) Vice Chairman Terry Magelssen stated there would be a swearing in ceremony for Darwin Schildknecht. There will be a Cass County Election Official there during the ceremony. He stated to look forward to a couple in person ceremonies for pinning's and swearing in.

Director Sue Hosterman made a motion to adjourn from tonight's regular session.

Western Cass Fire Protection District  
Minutes from the Regular Session  
March 17, 2021

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

Motion passed.

Meeting adjourned at 8:52pm.