



Western Cass Fire Protection District
Minutes from the Regular Session
October 20, 2021 at 7:00 pm
Fire Headquarters
5 S. Rogers Rd., Cleveland, MO 64734

1. Meeting called to order at 7:03 pm.
This meeting was recorded.
2. Pledge of Allegiance
3. Roll call:
 - a) Chairman Terry Magelssen (2018 – 2022) Present
 - b) Vice Chairman Sue Hosterman (2019 – 2025) Present
 - c) Treasurer Kerri VanMeveren (2020 – 2026) Present
 - d) Director Darvin Schildknecht (2021 – 2027) Present
4. Personal Appearances/Public Comment: Fire Fighter Kevin Collins was present in-person and there were three Fire Fighters present virtual.
5. Adopt the October 20, 2021 Agenda.

Vice Chairman Sue Hosterman made a motion to adopt the 2021.10.20 Regular Session Agenda.

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Aye
Director Darvin Schildknecht	Aye

Motion passed.

6. Old Business
 - a) Consent Agenda
 1. Approval of 2021.09.15 Regular Session Minutes.
 2. Approval of 2021.10.06 Work Session Minutes.

Chairman Terry Magelssen asked for any comments or corrections. There were none mentioned from any board members.

3. Notating and Commenting of August 2021 Financial Package.

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Treasurer Kerri VanMeveren stated that she sent an email to the CPA and copied Chairman Terry Magelssen asking the CPA to correct the August 2021 Financial Package to reflect the last budget amendment. This was originally sent to the CPA on August 18, 2021 and should have been corrected at that time. The CPA is saying the Financial Package is accurate. This has created issues with the Financial Package being correct and being able to create the next budget amendment. Treasurer Kerri VanMeveren asked for any comments or questions on the August 2021 Financial Package. Chairman Terry Magelssen stated there were no comments from the rest of the board. Treasurer Kerri VanMeveren stated that she wanted the boards approval to be able to make a notation that the Financial Package was not updated by the CPA, and she would make the proper corrections to the package. Chairman Terry Magelssen asked for any additional comments from the rest of the board. Vice Chairman Sue Hosterman stated that she didn't have any comments. Director Darvin Schildknecht stated that he didn't have any comments.

7. Reports

- a) Chairman Terry Magelssen stated that he wants the Board of Directors to make time at the next work session for vision planning. Where goals for the next year, three years, five years and ten years can be shared and discussed.

Chairman Terry Magelssen stated that he has spent more time in Teams, moving a couple documents to new areas or folders so that it is easier to find. He moved the Director's Term document and has been working on this document to make it more readable. Chairman Terry Magelssen stated that if the board ever drops down to a two-member board their hands are tied if both members have been appointed. The State of Missouri or County Clerk Election Authorities will have input on the direction of the District. If they are elected the remaining board members are okay. Chairman Terry Magelssen will continue to keep this spreadsheet updated so it is easy to see the end of terms and to stay on top of future elections. Treasurer Kerri VanMeveren stated she is not sure how correct the past meeting minutes are. She stated the actual election documents will tell the true dates and information needed. Chairman Terry Magelssen stated he would like to compare his finding from the meeting minutes to the election documents. Chairman Terry Magelssen stated that any Policy and Procedures amendment that he is working on will be in the Proposed Amendment folder he has set up.

Chairman Terry Magelssen stated that he visited with the District's attorney, Frank Foster, about the upcoming 2022 Election. Frank stated that with virtual meetings all board members need their cameras on to show they are present during the entire meeting. Treasurer Kerri VanMeveren stated that she did research on this, and it is only needed turned on during voting.

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Chairman Terry Magelssen stated that he has proposed a form for an Employee Evaluation. He stated that they need to do a yearly evaluation on the Fire Chief. Chairman Terry Magelssen stated that this form will show the process and how to use the form and how the scoring works. He stated that they will get together in an Executive Session and share their numbers and get an average. They can then share this information with the Chief and allow him to comment. Chairman Terry Magelssen stated his goal tonight is to have this document approved, but it can always be amended. Treasurer Kerri VanMeveren stated that she wants time to read the form and not feel rushed into voting. Chairman Terry Magelssen agrees and will ask for a motion at the November Regular Session Meeting.

- b) Vice Chairman Sue Hosterman stated that she has still been working on the Cyber Terrorism Insurance. She stated it will be better to add this at renewal time in March 2022 if they want this coverage. She stated the board needs to decide on what they want to do on this.

Vice Chairman Sue Hosterman stated that she has been looking into financial audit firms. She found an auditor that is an online audit, but she wanted to check with the board before she reached out for a quote or more information. Treasurer Kerri VanMeveren stated that she is okay with this. Treasurer Kerri VanMeveren stated that she has two bids from an auditor and will share more during her report.

- c) Treasurer Kerri VanMeveren stated that she has two bids from a couple auditors. She stated that one will not do the 2020 audit. They only have time to start with the 2021 audit. Treasurer Kerri VanMeveren stated that she reached out to Commerce Bank on the different accounting methods. She stated that the Bond requirements could have a say in the audit. She stated that Commerce Bank told her the District is under review because the last financial audit they received was about one and a half years ago and from 2017. Commerce Bank asked for up to date financial documents, but she could not provide them with the documents yet, due to lack of inventory being completed. Treasurer Kerri VanMeveren stated she has raised this concern with the board for the last several months. She stated that the District needs to be compliant, and this shows that they need to make this a priority and take this seriously. Treasurer Kerri VanMeveren asked for any comments or questions on this. Vice Chairman Sue Hosterman stated she didn't have any comments. Chairman Terry Magelssen asked if the documents needed were in the Root OneDrive somewhere. Treasurer Kerri VanMeveren stated that Commerce Bank wants current financial documents, or as most recent as they can provide. She stated that there is an annual reporting that the District has not been meeting. Director Darvin Schildknecht asked if Commerce Bank could call off the Bond since they were out of compliance. Treasurer Kerri VanMeveren stated that she didn't have an answer to that question. Chief George Poulignot asked if the inventory project is holding up the financial documents that are needed. Treasurer Kerri VanMeveren stated yes. Chief George Poulignot stated he is confident they can have the inventory up to date by the next work session and provide the needed information. Treasurer Kerri VanMeveren stated it would be great to have those documents and they can discuss the program that they are using to enter this information during the

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Executive Session. Chief George Poulignot stated that the board is aware, but some items on the inventory list do not have a price on them. This information was not available to them. Treasurer Kerri VanMeveren stated that what they have will have to do and they just need everything accounted for.

Treasurer Kerri VanMeveren started sharing her screen so everyone could see the information she has found for an accounting firm for the financial audit. She stated that they received different quotes for the different types of audits. The quote for cash up is \$8,000.00. The quote for the modified cash with capital assets and related debt is \$14,000.00. This quote was given by Graves and Associates CPA out of Jeff City, Missouri. Treasurer Kerri VanMeveren stated that the cash up quote for \$8,000.00 is less expensive because there is less work involved. She stated that all the past audits have been done on an accrual basis. Treasurer Kerri VanMeveren stated there is a firm in Harrisonville, Missouri that will offer the audit for the District on an accrual basis only. Treasurer Kerri VanMeveren stated she is happy to speak with other CPA's on taking the District's financial audit on. She asked the board if they had any questions on the information that she shared. Chairman Terry Magelssen stated to send the links to them so they can review.

Treasurer Kerri VanMeveren stated that Vice Chairman Sue Hosterman and Director Darvin Schildknecht still have not uploaded training certificates in Teams. Chairman Terry Magelssen asked if this was the Missouri Board of Director's Training. Treasurer Kerri VanMeveren stated that both Vice Chairman Sue Hosterman and Director Darvin Schildknecht need to upload the NIMs Training Certificates. She also stated that Vice Chairman Sue Hosterman needs to upload the Missouri Director's Training Certificate. Director Darvin Schildknecht stated that he never received his NIM's Training Certificate from Deputy Beal. Chief George Poulignot stated he would get with Deputy Beal on this.

Treasurer Kerri VanMeveren stated that dealing with SmartPro has been rough. She stated they are not responding in a timely manner. She did finally hear from Matt at SmartPro today and she let them know again they have not received a monthly bill. Matt told her he would pass on the information and get back with her. Chief George Poulignot stated that he reached out to them one time before without any response. Treasurer Kerri VanMeveren stated she knew they had been contacted before and she is tired of chasing people. Chairman Terry Magelssen asked if the first bill came through the proper email. Treasurer Kerri VanMeveren stated that they have the District's billing address. Chief George Poulignot stated that SmartPro has a billing system that the District does not have access to. Treasurer Kerri VanMeveren stated that she is not a fan of having to search for our own bills. Chairman Terry Magelssen stated the doesn't want a five month past due bill.

Treasurer Kerri VanMeveren stated that the board is still struggling with the online bill pay process. She stated that is it taking at least two weeks to get the bills through the process. She stated if you know you won't be able to cover your assigned month and you cannot fulfill your duties, it is your responsibility to reach out to someone that can complete those duties and make sure it gets done. Chairman Terry Magelssen asked if this was the

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Community Bank of Raymore online process. Treasurer Kerri VanMeveren stated that it is the whole process. She stated that Chief codes and uploads the bills and does this in a timely manner. It is then up to the board member for that month to either accept or reject the bill. If they accept, they move the bill to the Treasurer's folder after they enter it into the Community Bank of Raymore portal. She stressed how important it is to do this in a timely manner, so the District is not hit with any late charges. Chairman Terry Magelssen stated there are two trigger points that create issues with the online bill pay. One being that alert notifications need to be turned on, so the board members know when they need to act upon the bills being uploaded. Two being that the board members need to understand they need to set up the accounts in the Community Bank of Raymore online bill pay site. Treasurer Kerri VanMeveren stated this process is in the August board meeting recording. Chairman Terry Magelssen stated that board members do not have time to watch a two-hour recording to find the ten-minute explanation of this topic. Treasurer Kerri VanMeveren stated that she does not have time to make sure everyone remembers what was discussed during the meeting. She stated that she can present the info in hopes everyone takes notes. Chairman Terry Magelssen stated this is a new process they are working through and it will take a little bit of time to get everyone comfortable with the process.

- d) Director Darvin Schildknecht asked if the District was still using Belton as dispatch or if it was Lee Summit. Chairman Terry Magelssen stated the District has a three-year contract with Lee Summit. The District can terminate the contract after the first year without penalty. Chief George Poulignot agreed the contract is with Lee Summit. He stated there has been discussion that Belton might be a better fit for the District. He has spoke with Chief Sapp at Belton about this need and Chief Sapp was positive about the discussion. Director Darvin Schildknecht asked when the contract was up with Lee Summit. Chairman Terry Magelssen stated the contract is physical year, January to December and the contract was signed January 2021. The signed contract is uploaded in Teams. Director Darvin Schildknecht asked of contracting with Belton would be of any cost savings. Chief George Poulignot stated no, there is a levy for a dispatch contract. That there would be no cost savings but could potentially be better for operations.

Director Darvin Schildknecht asked if the radios were out of compliance. If they are, why are they are working on the radios if they need new ones. Chief George Poulignot stated that the radios are not out of compliance. Motorola did the last update they will to the radios. The radios are still functional but can no longer be serviced or updated. Chief George Poulignot stated they did move a radio around from one apparatus to another and they tightened up a loose radio in one of the apparatuses too. Director Darvin Schildknecht stated that in the June meeting Chief stated the radios were obsolete. Chief George Poulignot stated again it was just the end of service and support for the radios. The radios are still fully functional, just no service can be provided on them if they break or malfunction. Chief George Poulignot stated he will receive an update on when the radios will be obsolete, and he will pass that info on as soon as he receives it. He stated that by updating the radios just recently has extended the life of the radios. If the radios were not updated, they stand a chance of not working. Chief George Poulignot stated that he is

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keeping his eyes open to funding for new radios. He stated that updates come out every five to seven years on the radios, so the District should be good for another five years with the current radios. He stated he cannot predict tomorrow's technology, but only keep the board informed on what is going on with the radios. Director Darvin Schildknecht stated that some fire departments around have already purchased new radios. Treasurer Kerri VanMeveren stated that she doesn't want to wait and have to purchase all the radios at once. She stated that best practice would be to change out a few radios at a time to cut on a big purchase all at once. Treasurer Kerri VanMeveren stated that she checked with other fire districts and there are leasing options for the radios. Treasurer Kerri VanMeveren stated the District pays \$535.00 per month for the accounting services and could easily pay the \$550.00 per month for all brand-new radios that should last seven to ten years. Chief George Poulignot stated that purchasing radios at different times can cause trouble with different software versions being on the radios and that makes the updates more challenging. He recommends waiting to the end of the life of the radios.

- e) Chief George Poulignot stated that two railcars from the derailment have been delivered to Station 2 for training.

Chief George Poulignot stated that the inventory project should be wrapped up within the next couple weeks.

Chief George Poulignot stated that the Station 2 Resident Agreement and Policy will be ready at the work session in November.

Chief George Poulignot stated that he will have a more focused answer on the radios as time allows and as he receives information on them.

Treasurer Kerri VanMeveren asked Chief how many fire suits the District has in inventory. Chief George Poulignot stated they have ten front line suits and ten reserve compacity. Treasurer Kerri VanMeveren asked how old the suits were. Fire Fighter Kevin Collins said the suits are dated 2012. Chief George Poulignot stated that the front-line suits will be ten years old in 2022. He stated they do expire after ten years and that the reserve suits are much older. Director Darvin Schildknecht asked if the District will have to purchase ten new fire suits next year. Chief George Poulignot stated yes and there is funding opportunities to be able to purchase them. He stated that are \$2,000.00 each suit. He stated that everyone should have two sets. He stated that discarding bunker gear because of age at a smaller fire department is irresponsible. There could be a ten-year-old suit without any wear and a three-year-old suit that is in need of being replaced. Chief George Poulignot stated there is older gear they have saved for the junior program, but it does need to be disposed of. Chairman Terry Magelssen stated that safety o the team members is #1. He stated that we cannot send a fire fighter into a burning structure with old, outdated bunker gear. He stated that he will rely on Chief George Poulignot to get this in place and handled.

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8. New Business

- a) Appendix D to Policy and Procedures Manual – New Board Director Job Description and Duties

Chairman Terry Magelssen stated that his hope is to be able to pull up this two-page document, print it and hand it to a prospective board member to review the requirements and expected duties. He stated that he pulled the verbiage for the Vacancies section 3.7 from the Missouri Rules for Fire Protection District's Handbook. Chairman Terry Magelssen got with the District's Attorney, Frank Foster, and he stated that it is irresponsible to let the open Director's seat remain empty and not fill it right away when the election is still months away. He stated that a Director should be appointed right away, and it is up to the remaining board to do so. Chairman Terry Magelssen stated that he wants to appoint a new Director in November 2021. Treasurer Kerri VanMeveren stated that she has emails from Attorney Frank Foster stating the exact opposite. That he told her it is best to wait until the election. Chairman Terry Magelssen stated that further research is needed on whether to appoint or elect the next board member.

- b) 2022 Election

Treasurer Kerri VanMeveren stated that she wanted to be proactive on the 2022 Election. Chairman Terry Magelssen stated this is listed in the calendar of events he created for the District and is aware when the filing needs to take place. It is also in the Missouri Rules for Fire Protection Districts.

- c) Citizen's Bank CDs

Treasurer Kerri VanMeveren stated that she spoke with Citizen's Bank about the District's CDs. She stated there is an investment bond that auto renews. One renewed this year, and another will renew next year. She stated that if the District wanted to increase their return on investment there is an investment pool that is only open to certain entities, such as the WCFPD. She stated there is a ten-day grace period on not renewing a bond. She stated this could be an investment opportunity that could make more money.

- d) Sexual Harassment Training (Board)

Chairman Terry Magelssen stated that he had a phone conversation with Deputy Beal and there is an online training offered. This is offered by the District's insurance company representative, Mike Keith. This would cover discrimination, harassment, and sexual harassment. Treasurer Kerri VanMeveren asked if this online training was self-paced. Chairman Terry Magelssen stated that Deputy Beal suggested they do this as a group so any comments and questions can be answered.

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e) 2021 Budget Amendment #3

Chief George Poulignot stated he put together a document and went through this document with the board. He explained what and where the money will be used. Director Darvin Schildknecht asked what happened to the dishwasher at Station 2. Chief George Poulignot stated it was not functional. Director Darvin Schildknecht stated the District cannot be spending \$1,500.00 on a new refrigerator for Station 2 when there is already a refrigerator that works over there. Treasurer Kerri VanMeveren asked why the refrigerator was moved from Station 2 to Station 1. Chief George Poulignot stated this was done before he was hired. Chief George Poulignot stated that with four people going to live at Station 2, there needs to be more than one refrigerator. Director Darvin Schildknecht stated that the alert system can be heard throughout Station 2. Chief George Poulignot stated the existing alert system will not support the expanding and updates that are needed. Director Darvin Schildknecht stated the alert system can be put in the hallway and turn it up so each resident can hear it. Treasurer Kerri VanMeveren stated she thinks the hallway is sufficient. Chief George Poulignot stated that shared speakers with the volume up causes a lot of distortion and missed calls could potentially happen. Chairman Terry Magelssen agreed, he stated that alert systems need to be in each room. Director Darvin Schildknecht asked if the alert system was for both stations. Chief George Poulignot stated yes, for both stations. Treasurer Kerri VanMeveren asked about the \$3,000.00 for lighting. She stated she thought Director Darvin Schildknecht helped with this already. Chief George Poulignot stated that Director Darvin Schildknecht did a great job helping with the retrofitting the lights in the living area. He stated this is for the bay and rest of the lighting needed at Station 2. Director Darvin Schildknecht asked why there needs to be sixteen lights in the bay if each light covers 43 feet of coverage. Chief George Poulignot stated that they need better lighting in between the vehicles in the bay and between the doors. Chief George Poulignot stated it has a lot to do with the height at which the lights will be at, and they need to avoid dark spots. Chairman Terry Magelssen asked if he was going with all LED. Chief George Poulignot stated, yes. Treasurer Kerri VanMeveren asked if the bulbs can be replaced or if the fixtures must be replaced. Chief George Poulignot stated that the fixtures will have to be replaced. Treasurer Kerri VanMeveren stated there are several other options where bulbs can be replaced and not have to replace entire fixtures. Chief George Poulignot stated the lights he priced are best for Station 2. Treasurer Kerri VanMeveren asked what kind of warranty are on the lights. Chief George Poulignot stated they are three-year or 5-year warranties. He will have to confirm this. Chairman Terry Magelssen stated that they are comparing apples to oranges on industrial grade to home grade. Chief George Poulignot stated this Budget Amendment #3 would allow personnel to get into Station 2. Chairman Terry Magelssen stated that getting residents in Station 2 will reduce response times and that will save lives, which is the ultimate goal of the District. Treasurer Kerri VanMeveren stated that the numbers don't add up on the Budget Amendment #3. She stated that there is more than a \$5,000.00 difference. Chief George Poulignot stated that he will go back again to see where the clerical error is. Director

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Darvin Schildknecht stated that the cost for the cabinets and compressor seems very expensive. Chief George Poulignot stated that everything seems expensive now, with rising costs. Treasurer Kerri VanMeveren stated that there is a better option than custom cabinets. Treasurer Kerri VanMeveren stated they should wait until next meeting to get this presented once the numbers are gone over. Chairman Terry Magelssen stated he is not opposed to do a special meeting for Budget Amendment #3 once Chief is ready. He stated that he is ready to get residents in Station 2. Treasurer Kerri VanMeveren stated this should be presented at the next meeting because it is getting late.

f) Hose Testing Contract

Chief George Poulignot stated that he sent an email to the board on the proposed hose testing contract for next year. The vendor travels a circuit, and they are the only company he recommends for this service. He stated they must get the three-year agreement/contract in now to secure next years spot for service. He stated the hoses are tested, barcoded, and given a pass or fail rating. If they fail, there is an explanation given as to why. Chief George Poulignot stated they will get an email along with a spreadsheet on the testing records. He stated the first year is the highest price and the two years after that will not be as much. This mostly because the vendor charges by foot of hose. Chief George Poulignot stated that the District has more hose than is needed, but some will possibly fail due to age and condition. Chairman Terry Magelssen asked if this document is in Teams. Chief George Poulignot stated, yes. Treasurer Kerri VanMeveren asked if Chief had a price comparison to other vendors. Chief George Poulignot stated this is the only vendor that offers this service. They are either out of Michigan or Wisconsin. Treasurer Kerri VanMeveren asked if they could combine services with other districts to cut on costs. Chief George stated they do service other districts around but is unsure of any cost savings. Treasurer Kerri VanMeveren asked since this is the only vendor that does this testing if all districts use this vendor. Chief George Poulignot stated that he knows that Grandview and Central Cass use this vendor. Treasurer Kerri VanMeveren asked if the hose testing could be done in house. Chief George Poulignot stated that the District does not have the correct equipment and staffing to safely do the hose testing up to the standard guidelines. Chairman Terry Magelssen stated that Lees Summit had a death trying to do in house hose testing. Chief George Poulignot stated that Central Cass had a severe injury due to a failed coupling they found during in house hose testing. Chairman Terry Magelssen stated that doing in house hose testing is a huge liability. He thinks having the vendor do the testing is a great idea. Vice Chairman Sue Hosterman stated that she thinks the professional needs to do the hose testing. Director Darvin Schildknecht stated he thinks using the vendor is the safest way to go. Treasurer Kerri VanMeveren stated more research needs to be done and she needs more time to investigate this. Chairman Terry Magelssen stated the boards duties are Policy not Administration. Treasurer Kerri VanMeveren stated that this is taxpayer money, and she is looking at all options. She feels like everything is not being put out there and she must do her own research. Chairman Terry Magelssen asked Chief when the last time the hose testing was done. Chief George Poulignot stated that he could not

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find record of it being done. Treasurer Kerri VanMeveren stated that she thinks it has been done but is not sure when. Chief George Poulignot stated that if Treasurer Kerri VanMeveren wants to take over this project, he will allow her to do so. Treasurer Kerri VanMeveren stated she is just contacting people that have knowledge of our District. Chief George Poulignot stated there doesn't need to be two people doing research on the same project. Treasurer Kerri VanMeveren stated that she needs to be sure since Chief George Poulignot stated he didn't know about being able to lease radios and never stated the cost of replacing the radios. She stated it would cost \$160,000.00 to replace all the District's radios at one time. She stated this should have been brought to the board's attention. Chief George Poulignot stated he is not withholding any information on the radios. He stated that he has not had time to get a presentation ready to give to the board. Chairman Terry Magelssen asked if \$2,900.00 was the total for the hose testing. Chief George Poulignot stated for everything the first year it would be \$3,200.00 and that is with a three-year contract.

Chairman Terry Magelssen made a motion to approve the hose testing with Fire Cat and agree to the contract for three year. This will include a price of \$3,200.00 for the first year of hose testing.

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Nay
Director Darvin Schildknecht	Aye

Motion passed.

Adjourn from Regular Session at 9:31 pm.