

Western Cass Fire Protection District  
Minutes from the Special Meeting  
March 12, 2022 at 7:00 pm



1. Meeting called to order at 7:01 pm in the District's headquarters at 5 South Rogers Road, Cleveland, Missouri.

2. Roll Call:

Director Terry Magelssen (2018 – 2022)	Present
Director Sue Hosterman (2019 – 2025)	Present
Director Kerri VanMeveren (2020 – 2026)	Present
Director Darvin Schildknecht (2021 – 2027)	Present

In the absence of Secretary Beth Block, Chairman Magelssen appointed Kerri VanMeveren Secretary Pro Tem.

3. Closed Session per RSMo 610.21(3), (13) and (19).

An urgent need to review existing or proposed security systems to ensure the confidentiality and protection of information belonging to District employees and recipient of District services is the nature of good cause to which the Board of Directors had to depart from the normal requirements of providing the public 24 hours advance notice of discussing a topic.

Chairman Terry Magelssen made a motion to enter to close the meeting to the public pursuant to RSMo 610.21(3), (13), and (19), stating that disclosure of existing or proposed security systems and structural plans of real property owned by the District would impair the public governmental body's ability to protect the security or safety of persons or the real property, and that the public interest in nondisclosure outweighs the public interest in disclosure of the records.

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

The motion to close the meeting to the public passed.

The meeting was closed to the public at 7:06pm.

The meeting was opened to the public at 7:42pm.

#### 4. Privacy Policy

Monte Olsen suggestion included providing a proviso in the motion since the District doesn't currently have a Training or Privacy officer, the President is the highest ranking officer so they would assume these duties. This person would sit down with the remaining firefighters to go explain this policy to them to explain the definition of the terms. Once this is done, they would be asked to sign the policy which would reflect that they have been trained on the policy and if they disclose anything confidential or private that there would be consequences.

During the training, it would be important to ensure they all have copies and could be put up on the bulletin board and the new District website once implemented. This would ensure that the policy would be made available to everyone.

Treasurer Kerri VanMeveren mentioned that since Thursday nights are the designated training nights, that this would be the most opportune time to go over this information with them.

Monte Olsen stated that due to the allegations of HIPPA violations that once this policy is signed whether by the employees or directors, that this would ensure anyone accessing any systems like IAMRESPONDING, personnel files or other systems and files with confidential information would be allowed to do so.

Monte Olsen wanted to be sure that everyone was fully aware that if the employees do not sign the policy, that they are allowed to have a reasonable amount of time to review before signing but if they refuse to sign, then they are subject to termination. If they are not going to agree to follow confidentiality, then there isn't really a place for them at the District.

Treasurer Kerri VanMeveren asked Monte Olsen for clarification that until they sign the policy what the firefighters would be able to do until they sign the policy. Monte Olsen stated that they could attend training but not respond to calls. They can't collect information or respond to calls because effectively they have not agreed to follow the policy. Monte Olsen wanted to be sure to cover this so nobody could feel like they weren't aware of this when the board is asked to approve this policy.

Chairman Magelssen asked Monte Olsen for clarification whether the duties of the Privacy, Personnel and Training officer would default to him. Monte Olsen stated that as the highest-ranking officer that this would become his responsibility. Someone must sit down with the firefighters to ensure the policies are explained to the employees. Chairman Magelssen questioned about the board appointing someone in these roles. Monte Olsen further clarified that the board could do this if there is someone available. Treasurer Kerri VanMeveren suggested appointing John Webb as the interim Privacy and Personnel officer until this role is filled. Chairman Magelssen asked why Director Schildknecht can't do this job. Monte clarified that this role is not typically held by a board member, although it can be. John Webb said he would be willing to serve as the interim Privacy and Personnel officer.

Chairman Terry Magelssen stated that as the President of the board, I would like to appoint you as the Privacy and Personnel Officer for the Western Cass Fire Protection District. Director Schildknecht said he felt John Webb was the most qualified person to do the job.

Treasurer Kerri VanMeveren asked if she would be allowed to give him keys to the building and the access code. Further, that we would have John Webb sign the same policy that was just approved. Chairman Magelssen stated we need to enact the process of getting him on board so he can conduct his duties. Vice Chair Sue Hosterman stated she agreed so he can do what needs to be done. Monte Olsen clarified that John Webb will sign the Employee form and then once he is sworn in as a Director, he will sign the Director form.

Director Kerri VanMeveren made a motion to adopt the attach Privacy and Confidentiality policy effective immediately and that John Webb be appointed as the District's Privacy Officer.

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

The motion to adopt the attached Privacy and Confidentiality policy effective immediately and that John Webb be appointed Privacy Officer passed.

Treasurer Kerri VanMeveren stated the Building Security Policy is to address concerns with liability to the District with unauthorized access to the buildings. The lack of having any protocols for ensuring past board members and firefighters from being able to access the buildings presents a security risk for the District.

Monte Olsen recommends that all the positions referenced in the policy be suspended until they are filled but what it does say is all the employees have to comply with the policy as stated.

Monte Olsen suggested that the policies are posted as soon as possible so the employees have access to it prior their training.

Chairman Magelssen mentioned that we need to ensure the proviso is in the minutes. Monte Olsen stated that it should state this motion passes with the Proviso that the responsibilities of the Fire Chief, District Manager and Facility Manager are suspended until the positions are approved and filled.

Director Kerri VanMeveren made a motion to adopt the attached Physical Security policy effective immediately with the proviso that the responsibilities of the responsibilities of the District Manager, Chief, and Facility Manger be suspended until those positions or roles are approved and filled.

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

The motion to adopt the attached Physical Security policy with the proviso passed.

Chairman Magelssen adjourned the meeting at 8:09pm.

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Kerri VanMeveren, Secretary Pro Tem

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Terry Magelssen, Chairman

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