



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

1. Meeting called to order at 7:02 pm.
The meeting was not recorded.

2. Roll call:

a) Chairman Terry Magelssen	Present
b) Vice Chairman Sue Hosterman	Present
c) Treasurer Kerri VanMeveren	Present
d) Director Ed Summer	Present
e) Director Darvin Schildknecht	Present

3. There were not any public present.

4. Reports

a) Chairman Terry Magelssen stated that he had notified the IT vendors that were not awarded the contract with the district. He had not heard back from any of them at the time of the meeting.

Chairman Terry Magelssen worked with the secretary on getting the resolutions signed.

Chairman Terry Magelssen has been doing some research on the NIMS training. He stated they can do it as a group or individually. Chief George Poulignot stated that Deputy Chief Chris Beal offered to do the training for the board since he is authorized to do so. Chief George Poulignot said he would get possible training dates and present them to the board.

Chairman Terry Magelssen stated that he has been continually working on the Policy and Procedures Manual. He has the template Kerri provided to help us document the changes in the document.

Chairman Terry Magelssen stated he will begin to reach out to the board every Wednesday by email. He said this will just be a weekly update to keep all board members up to date on on-going projects.

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Chairman Terry Magelssen stated he has also been looking into a video recording system for future meetings.

b) Director Ed Summer stated he had nothing to report.

c) Vice Chairman Sue Hosterman asked if she needed to order the bonds for the board members.

Vice Chairman Sue Hosterman also asked about an update on Station 2. She said she was informed by the insurance company that the district has until December 24, 2021 to have the remodel completed. She asked if the scope of work is still the same. There is a total of \$35,407.82 to use to repair Station 2 from the flood.

Vice Chairman Sue Hosterman asked when the iPads will be turned over to Chief George Poulignot for the fire fighters to use in the vehicles.

d) Treasurer Kerri VanMeveren stated she had the signature papers for the bank. She took the paper to each board member for their signature. She will email it to Chairman Terry Magelssen to be signed and returned to her and she will get it back to the bank for their records. This only has the five current board members on the account. No past members are on the account.

e) Director Darvin Schildknecht stated he wanted to work with Chief George Poulignot on what is needed at the two facilities.

f) Chief George Poulignot stated that he had a good meet and greet with Director Darvin Schildknecht.

Chief George Poulignot stated the construction projects for both stations have been slow due to Covid. He has continually been working on this with the contractors and getting bids.

Chief George Poulignot stated that April was a slow month for calls.

Chief George Poulignot stated he is getting the processes down with the fire fighters and that area of communication and work is going well.

5. New Business

a) IT Vendor Needs for Onboarding

Treasurer Kerri VanMeveren had a call with the new IT vendor, and they have everything in place and all the info they need to get the platform in place. The vendor will email Chairman Terry Magelssen and Treasurer Kerri VanMeveren on when they will get the new email set up. The current email will be down for maybe a half of a day to get this done. They will then be

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notified once the new email is up and going. She stated that the vendor had said that the conversion could take place the end of this week or early the following week.

Treasurer Kerri VanMeveren stated there will be a resource email that will send notifications for Chief George Poulignot. This way the conversion will be documented.

Chairman Terry Magelssen asked if they were going to have the Blueprint document that had been promised. Treasurer Kerri VanMeveren stated they did not have a blueprint on how this will roll out, but that the vendor said they will be documenting what they have done for us and give us that document.

Treasurer Kerri VanMeveren stated that everything needs to be on the cloud when the IT vendor is ready to move stuff over.

b) Cares Act Funding

Treasurer Kerri VanMeveren stated she has written documentation from the County, who contacted the state regarding the purchase of the extractor and building upgrades are approved to be purchases with the Cares Act Funds. The district has until June 30, 2021 to spend the funds of \$23,202.27 based on submitted reimbursements. Treasurer Kerri VanMeveren stated she has been working with Chief George Poulignot on the budget amendment for being able to use these funds. She stated there was a total of \$38,767.27 from the Cares Act Funding, but that \$15,565.00 has been spent already according to documentation provided the county. The \$15,565.00 was used on the March 2020 through November 2020 stipends. Treasurer Kerri VanMeveren stated she thought it would be good to use the Cares Act Funding for the stipends for December 2020 through June 30, 2021.

c) Article 9 – Policy and Procedures Manual

Treasurer Kerri VanMeveren went over both of the Article 9 documents and stated the differences. Chief George Poulignot stated he didn't know how much needed to be on the debit card. It would just depend on the needs at the time. He stated that he would be in communication with Treasurer Kerri VanMeveren on what is needed monthly. Treasurer Kerri VanMeveren stated she would like to see a set amount be moved to the debit card each month. Chief George Poulignot stated that maybe they should have a set amount to be maintained on the debit card each month. Treasurer Kerri VanMeveren agreed that sounded like a good plan. Treasurer Kerri VanMeveren stated that once the district is on the new platform that the invoices will be uploaded into the cloud.

Treasurer Kerri VanMeveren stated in 9.4 #2 of Article 9 it states that the debit card should be in Fire Chief's name. Chairman Terry Magelssen stated that along with Chief's name Western Cass

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Fire District needs to be on the card as well, so it is known that the card is for a business account.

Treasurer Kerri VanMeveren stated that in 9.4 #10 of Article 9 it states that itemized receipts are needed, not just a valid receipt.

Chief George Poulignot stated that in 9.9 of Article 9 it states that the Fire Chief should have read only access to the bank account. He stated this will be fewer steps in reconciling the bank account. Treasurer Kerri VanMeveren will check on this tomorrow with the bank to see if this is possible.

6. Miscellaneous

Treasurer Kerri VanMeveren stated that Director Ed Summer turned over a box of paperwork to her that is not organized. She has requested all documents, but still has not received any. Director Ed Summer stated that he has turned over all documents to Treasurer Kerri VanMeveren. Chairman Terry Magelssen asked for patience and grace and to work through this together as a team/board. Treasurer Kerri VanMeveren stated that Director Ed Summer is refusing to turn over electronic documents that are needed to complete her role as Treasurer. She also stated that he has refused to sit down with her or provide her with a list or outline of what needs to be done in the Treasurer roll. Chairman Terry Magelssen asked what documents that Treasurer Kerri VanMeveren needed, and she stated all of the Treasurer files and documents. Treasurer Kerri VanMeveren stated she has had to call different places to get the documents she has needed thus far. Director Ed Summer stated he was leaving the board meeting at 7:42 pm due to being personally attacked by Treasurer Kerri VanMeveren. He stated this is against the Policy and Procedures Manual. Chairman Terry Magelssen stated he would work with Director Ed Summer on getting all the electronic documents together and in ready form for the new IT vendor.

Treasurer Kerri VanMeveren stated that there were \$22,800.00 budgeted in the 2021 budget for the 2019 CPA audit. Chairman Terry Magelssen stated this was due to possible additional charges that would come about from the state audit. He agreed this needed to be revised. Treasurer Kerri VanMeveren stated there are issues between the financial package and the 2021 budget.

Chief George Poulignot stated that the locks were changed on the Chief's office, the board office and the entry doors at both stations. Keys were handed out to the board members, secretary and Fire Chief.

Chairman Terry Magelssen asked if there is an area set up in the Chief's office for the board members to leave documents for one another. Chief George Poulignot stated he will continue to work on this. Chairman Terry Magelssen stated that just a simple in and out basket would be fine.

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The Secretary stated that the pressed seal on the documents were not showing once they were scanned. Chairman Terry Magelssen stated that using the sticker seals will be just fine along with the pressed district seal.

Treasurer Kerri VanMeveren stated that soon they could have the option to e-sign the checks. Chairman Terry Magelssen said there needs to be discussion on this before it is in place.

Vice Chairman Sue Hosterman asked if we are going to do the Pledge of Allegiance before every meeting now and where on the agenda it needs to be placed. Chairman Terry Magelssen stated it can take place after the call to order and before roll call.

Adjourn from the work session meeting at 8:21 pm.