



Western Cass Fire Protection District
Minutes from the Regular Session
November 17, 2021 at 07:00 pm
Fire Headquarters
5 S. Rogers Road, Cleveland, Missouri 64734

1. Meeting called to order at 07:02 pm.
This meeting was recorded.

2. Pledge of Allegiance.

3. Roll Call:

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

4. Personal Appearances/Public Comment:

In-person: Fire Fighter Kevin Collins, Fire Fighter Parker Graves, Bill Hull, Tom Reintjes, John Webb, Susan Groves, and Ursula L. Zahnleiter

Virtual: Auditor BG Wolfe, Marty Hardman, Sue Whitlock, Haider Nawaz, Peyton South, Fire Fighter Dalton Gutierrez, and Rachael

Unnamed gentleman (should have his name soon) that attended in-person asked if he was in the Western Cass Fire District. He just recently purchased land on Y Highway.

Ursula Zahnleiter that resides at 23020 Eisele Road stated that she needed medical assistance and Western Cass did not respond, that it was Belton that responded. She asked why the District does not have a ambulance. Chairman Terry Magelssen stated that we have a mutual aid agreement with Belton Fire for the ambulance service. Ursula asked who services the fire hydrants. She stated that she has one in front of her house, but it has not been serviced. She contacted Western Cass Fire District and Cass County, and both stated they do not service the fire hydrants. Chairman Terry Magelssen stated that he would contact the county for her and yes, they should be the ones servicing the fire hydrants. Chairman Terry Magelssen asked for her phone number and stated he would have an answer for her as soon as possible.

Marty Hardman asked the board to introduce themselves and asked if there was a Chief present. Chairman Terry Magelssen introduced the board and stated the Chief was not present and had put in his resignation.

Sue Whitlock stated that she was concerned about the District's bunker gear and the safety of the fire fighters. Chairman Terry Magelssen stated he just verified the dates on the bunker gear a couple days ago and it is dated 2012. He stated that they are almost ten years old. Chairman Terry Magelssen stated

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that NFPA states that life of bunker gear is approximately ten years. He stated that with the very low call volume for fires that the bunker gear is still in good shape. He stated that they are maintained by being hand washed. Chairman Terry Magelssen stated that the District did purchase an extractor that will wash the bunker gear and that should be installed right after Thanksgiving. He stated that Care Act Funds were used to purchase the extractor.

Sue Whitlock asked how much was spent on the extractor. Treasurer Kerri VanMeveren stated that \$10,000.00 was spent on the purchase of the extractor and another \$20,000.00 was spent on building upgrades. Chairman Terry Magelssen stated that the extractor is used to wash bunker after medical calls as well. So, there is not any cross contamination to anyone.

Sue Whitlock asked since Station 1 was remodeled if they have a live-in program in place. Chairman Terry Magelssen stated the resident program has not been implemented yet, but it is in the works.

Sue Whitlock asked about the remodel at Station 2. Chairman Terry Magelssen stated that Station 2 was the original resident station and Station 1 was where the weekend volunteers would stay. He stated that he is hopeful in 2022 they will have resident program in place for one of the stations.

Marty Hardman asked if the public is allowed to know the amount of Cares Act Funding the District received. Chairman Terry Magelssen stated yes, and asked Treasurer Kerri VanMeveren for the total amount. Treasurer Kerri VanMeveren stated the District received \$34,000.00 in Cares Act Funding. Marty then asked if they only spent \$10,000.00 on the extractor where the rest of the money went. Treasurer Kerri VanMeveren stated that \$20,000.00 was spent on electrical and plumbing for the extractor. Marty asked why Station 1 was not ready to be lived in after spending that kind of money. Chairman Terry Magelssen stated that when Station 1 was built it was not built for the future. That it needed upgrades for the extractor, but also needed upgrades to keep them going for another twenty to thirty years. He stated that the water inlets were not even enough to properly wash a fire truck and now they are able to do that with the upgrades. Marty stated that she doesn't understand why money is being spent on Station 1 and not Station 2. She stated that during the city meetings there was talk of selling Station 1. Chairman Terry Magelssen stated that is a board decision and that is not even being talked about. He stated that Station 1 is livable, but there are not any in-District residents that volunteer. He stated that Station 2 is not livable, at the moment. Chairman Terry Magelssen stated that most of the call volume is from the residents inside Cleveland city limits. He stated that he is confident that a few hundred dollars will get Station 1 fully ready for residents. Sue Whitlock asked if they are going to finish Station 1. Chairman Terry Magelssen stated that is the goal. Marty asked where the residents stay now. Chairman Terry Magelssen stated there are no resident fire fighters right now. He stated there are a few that do want to be residents when the stations are ready.

Sue Whitlock asked why the District's website has been showing under construction for the last year. She said she tries to find information out on the website and there is nothing available. She asked if she had the correct website. Chairman Terry Magelssen stated she has the correct website. Chairman Terry Magelssen stated that in 2018 the websites domain came down, but it was tied to personal accounts. He has since tried to create a new website but does not have adequate time to do so with all his other duties. Sue Whitlock stated she is looking for a website that is full of information. Chairman Terry

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Magelssen stated that the District is not investing money into a website right now. He stated that if there are any volunteers within the District that can help with this, he will gladly hand this over to them.

John Webb asked how many Fire Fighters have EMT training. Fire Fighter Kevin Collins stated there are four or five of them that do have the EMT training. He stated that six of them have Fire 1 and Fire 2 training courses as well.

John Webb asked if there were prior agreements with other District's to use their extractors to maintain the bunker gear. Fire Fighter Kevin Collins stated that they did use other District's extractors from time to time. John Webb asked why spend all the money on the extractor for Station 1 if the District can use another one for free. Chairman Terry Magelssen stated that they wash the bunker gear more often than just fire calls. They are washed after medical calls as well to keep cross contamination to a minimum.

John Webb asked why there is not a retirement procedure in place for old equipment so it can be budgeted for properly. Chairman Terry Magelssen stated that without strong leadership, a Chief, the board does not know when the equipment is needing replaced. He stated the board is the administrative part of the District.

Treasurer Kerri VanMeveren stated that the correct number for the Cares Act Funding was \$36,847.00 and the extractor project was approved in May 2021. She also stated that there are several bunker gear that is twenty plus years old upstairs at Station 1.

Marty Hardman asked if the Cares Act Money was received in May who approved the project. Chairman Terry Magelssen stated that the board approved the project.

John Webb stated that the District needs to do a better job at updating and maintaining the equipment. Tom Reintjes stated that with the bunker gear you have to have all sizes at a volunteer department, and this gets costly. Chairman Terry Magelssen stated that the board has been working on all points that are being made. He stated that the radios are functional and will be for the next few years. The radios were just recently upgraded with the last upgrade available. John Webb stated that the District needs to allocate funds for the radios or buy them a little over time. Chairman Terry Magelssen stated that the radios need to be purchased together so they are all on the same system and same upgrade at one time. He stated these are capital expenditures and there are all sorts of funding for equipment at fire stations they just need to take advantage of that funding. He stated this would not be tax dollars spent it would be funding dollars spent.

John Webb asked if it would cost \$38,000.00 to make Station 2 a live-in station. Chairman Terry Magelssen stated they have insurance money from the flood that occurred last year to cover the repairs costs at Station 2.

Chairman Terry Magelssen stated that the meeting needs to stay on track. He is more than happy to answer questions, but we might have to wait until the end of the regular session.

Marty Hardman asked what percentage of calls are fire calls a year. Chairman Terry Magelssen stated that 80% of the calls are medical and the rest of the calls are fire and calls for other services.

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Sue Whitlock stated the District needs good equipment.

Marty Hardman stated that she heard there was a fire call in District and there was never a fire truck that showed up. Chairman Terry Magelssen stated there is not someone on duty at all times and since we don't have any volunteers in District, we cannot even cover our own calls. Marty asked if we rely so much on other District's why are we spending money on the stations. Chairman Terry Magelssen stated that the goal is get residents in the stations to reduce response times.

Chairman Terry Magelssen stated that Western Cass Fire Protection District is one of the few fully volunteer departments left in Cass County. He stated again the ultimate goal is to reduce response time.

Marty Hardman asked how many fire fighters can drive the trucks that the District has. Fire Fighter Kevin Collins stated that all fire fighters are qualified to drive the squad pickups. He stated there are two qualified to drive the engine and one qualified to drive the tanker. Chairman Terry Magelssen stated that they have to be properly trained to be able to drive all trucks. He stated that Deputy Beal has been doing a fantastic job at getting the fire fighters trained. But training takes time, and you can't let someone just take off in the 65,000 pound tanker truck.

5. Adopt November 17, 2021 Agenda

a) Chairman Terry Magelssen stated that item c) Employee Evaluation Form needs to be removed from the agenda. Treasurer Kerri VanMeveren stated that the RSMo. number needs to be corrected for the Executive Session to RSMo. 610.021.11.

Motion to adopt tonight's agenda with the corrections was made by Vice Chairman Sue Hosterman.

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

Motion passed.

6. Consent Agenda

a) Chairman Terry Magelssen asked if there were any corrections that were needed to the following minutes.

2021.10.20 Regular Session Minutes

2021.10.20 Executive Session Minutes

2021.11.01 Regular/Executive Session Minutes

2021.11.03 Work Session Minutes

No corrections were needed. All minutes were approved.

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b) Treasurer Kerri VanMeveren spoke about the September 2021 Financial Package with screen share. She asked that no changes be made to any documents in Teams. She stated that she is still dealing with no payments and double payments on receipts and invoices. Treasurer Kerri VanMeveren stated that she still does not have access to the following accounts that were set up by Chief George Poulignot: AT&T, Wex, Uma, Amazon, and Menards. She stated there have been accounts that have stopped service due to non-payment. She stated that during the Executive Session she would present the CPA bids and Financial Audit bids for 2020 and 2021. Treasurer Kerri VanMeveren stated that services with McCoy ended on November 15, 2021. She stated that the District still has access to the Zero System and the District will need to make payments to keep this system current and so that no information is lost.

Motion to accept invitation for taking over the monthly subscription in the Zero System for up to \$65.00 per month and using Treasurer Kerri VanMeveren's personal credit card for payment and to be reimbursed was made by Chairman Terry Magelssen. Vice Chairman Sue Hosterman asked if it needed to be a credit card or if the District's debit card could be used. Chairman Terry Magelssen stated the District's debit card was destroyed.

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

Motion passed.

Treasurer Kerri VanMeveren stated they were still lacking the 2022 budget and that needed to get done as soon as possible. Chairman Terry Magelssen stated he would like to see this in draft form at the December work session and the trusts that Treasurer Kerri VanMeveren can handle this.

Treasurer Kerri VanMeveren stated that Chairman Terry Magelssen stated the Roberts Rules of Order states each board member only is allowed five minutes to speak during a discussion. Treasurer Kerri VanMeveren stated that for this to be put in place the board must adopt this to parliamentary procedure.

Treasurer Kerri VanMeveren asked if Chief George Poulignot was still Chief until the end of the month. Chairman Terry Magelssen stated he was through November 28, 2021 but he no longer had access to Teams and Microsoft. Treasurer Kerri VanMeveren stated that she called SmartPro, and he does have access and Chief has also spoken with SmartPro as well. Chairman Terry Magelssen stated that he would ask Chief George Poulignot to finish up what he needs to for the month. Chairman Terry Magelssen stated he needs to give Chief a punch list so if Treasurer Kerri VanMeveren needs to add anything to let him know. Treasurer Kerri VanMeveren stated that the bills should never be paid with the District's debit card. She also stated that she would work with Chairman Terry Magelssen on the punch list for Chief George Poulignot. Chairman Terry Magelssen stated that Uma only accepts payment with a debit or credit card. He stated that Chief was paying this the way it had always been paid.

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Chairman Terry Magelssen asked who needs to be on the debit card. He asked if the Treasurer needs to be named on the card. Treasurer Kerri VanMeveren stated that this needs to be done sooner than later.

Motion was made by Chairman Terry Magelssen to authorize Treasurer Kerri VanMeveren to open a new debit card for Western Cass Fire Protection District in her name.

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

Motion passed.

7. Reports

a) Chairman Terry Magelssen stated that he reached out to Dolan West Dolan's board chairman on Contract of Service with Western Cass Fire Protection District and what needs we have. He stated that Chairman John Castar had several concerns with the status of Western Cass's board and operations at this time. Dolan West Dolan tried contract of Service with Drexel and had a bad experience with that. Chairman Terry Magelssen stated that Chairman John Castar stated that Dolan West Dolan needs Western Cass Fire Protection District to have a healthy board. Treasurer Kerri VanMeveren stated that the special meeting should not have taken place since this was not agreed upon by the board. She stated there should be no special meetings that the rest of the board is not included in. Chairman Terry Magelssen stated that he made a phone call to Dolan West Dolan's Chairman, and they decided to meet in person rather than speak over the phone. Treasurer Kerri VanMeveren stated that Chairman Terry Magelssen was not authorized by the board to have a meeting with Dolan West Dolan. Chairman Terry Magelssen stated, noted.

b) Vice Chairman Sue Hosterman stated that she has contacted the insurance company on the repairs at Station 2 three time now without a response. She stated she will contact them again. She also stated that she has been working on getting quotes for insurance before it renews in March 2022.

Vice Chairman Sue Hosterman stated that there is \$5,000.00 showing on Station 1 that is really money for Station 2 that needs to show on the budget amendment and 2022 budget.

c) Director Darvin Schildknecht stated that he met with Lavelock for a quote on the sheetrock work at Station 2. He should have had a quote by tonight to present to the board, but he didn't receive it yet. He stated he did get a rough verbal estimate of \$20,000.00 for the sheetrock work at Station 2. He stated that he is still looking for two other bids.

Director Darvin Schildknecht stated that he asked Byers Quarry if they could donate a dump truck load of rock for Station 2 driveway. They could not donate a whole dump truck load, but they were able to donate two loads on his trailer of seven tons each. Director Darvin Schildknecht stated he put down 56 tons of gravel at Station 2. He stated that he will get the grading finished up tomorrow. He stated that we didn't get the tickets from Byers Quarry on the loads.

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Director Darvin Schildknecht stated that he would like to see things that will be discussed sent out in a timely manner before the meetings so he can fully review them. He needs plenty of time in advance to go over them.

Director Darvin Schildknecht stated that in June 2021 him and Chairman Terry Magelssen started the Station 2 Project Committee. He stated that since then he has cleaned up the scraps and trash at Station 2. He has put up sheetrock, taped and mudded the walls in most areas.

Director Darvin Schildknecht stated that he is concerned with how they are spending the taxpayer's money.

Director Darvin Schildknecht stated that he is also concerned with how the bills are getting paid.

Director Darvin Schildknecht stated that the District's equipment needs to be assessed.

Director Darvin Schildknecht state he called Mike Keith on the insurance claim for the flood asking for an extension. He stated that he was told they would get back with him but there should be no reason they can't push this out another three to six months. He stated he should know more tomorrow.

Chairman Terry Magelssen stated that he is very thankful for Director Darvin Schildknecht's willingness to help and be the District's hands on man. Chairman Terry Magelssen stated that Station 2 had been neglected by previous administration and operations.

John Webb stated that the District needs to have more than just one person to have access to the bank account and such. Chairman Terry Magelssen stated that they did have three or four vendor accounts that fell through the cracks, and they will get this straightened up and bills paid.

8. New Business

a) 2019 DSW Audit Report

1) Treasurer Kerri VanMeveren introduced Auditor BG Wolfe with DSWA. Auditor BG Wolfe introduced himself and stated that they completed Western Cass Fire Protection District's financial audit for 2019. He stated that the financial data was retrieved from Zero and there was nothing that was made up. He stated that they found nothing materially wrong with the material financials. Auditor BG Wolfe went through the audit briefly. Treasurer Kerri VanMeveren stated that since the inventory had not been completed, they used the previous year's inventory. Auditor BG Wolfe confirmed that was correct. Auditor BG Wolfe asked if there were any questions about the audit. There were no questions asked and Chairman Terry Magelssen stated there were not any questions at Station 1 from anyone. Auditor BG Wolfe stated the District is in compliance from what they found. He stated there are always weaknesses and one is a segregation of duties. Auditor BG Wolfe stated that with speaking with Treasurer Kerri VanMeveren there have been problems but there are positives that are

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happening, and things look to be getting better. He stated that the 2019 audit was better than the 2018 audit. He also stated that showing money in reserve is good. Auditor BG Wolfe stated that there is a separate tax levy for the debit services fund. He stated that the money needs to show in the correct fund. Auditor BG Wolfe asked for any questions again. There were not any questions, but Chairman Terry Magelssen thanked Auditor BG Wolfe for his insight, time, his patience, and his services to the District.

b) 2022 Election

1) Chairman Terry Magelssen stated that Director Darvin Schildknecht handed him a packet from Treasurer Kerri VanMeveren. Treasurer Kerri VanMeveren stated that the board terms need to be staggered every other year. She stated she worked with the District's Attorney, Frank Foster, on this. There are two positions that will be open in April 2022. Frank recommended they elect for a one-year term and a five-year term. This is in reference to RSMo. 321.021.10. Treasurer Kerri VanMeveren stated that Frank offered language on the election terms for both positions that will be open. She stated that she also verified with Frank that the Tax Levy dates changed. Treasurer Kerri VanMeveren stated that Jeff Fletcher stated Western Cass Fire Protection District should be signing people up for the board positions instead of them filing themselves. Treasurer Kerri VanMeveren stated the District will use the generic email address for people to reach out with questions about being a board member. She stated the way it is worded the highest number of votes will win the five-year term and the second highest number of votes will win the one-year term. Chairman Terry Magelssen stated the packet looks awesome and this is something the board has needed for a very long time.

Motion to adopt the resolution put forth by legal on the 2022 Election made by Director Darvin Schildknecht.

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

Motion passed.

Chairman Terry Magelssen asked what the cut off dates are for getting the election information in the paper. Treasurer Kerri VanMeveren stated that the cut off for the North Cass Herald is on Tuesdays. She stated that she would send them the notice that needs to be posted in the paper. Treasurer Kerri VanMeveren stated that if only two people are on the ballot there will not be a need for an election. She stated that the legal requirement for posting and letting the public know of the election is posting this in the newspaper within the District. Chairman Terry Magelssen stated that this needs to be posted everywhere it can be to get the word out. He stated this can be posted on the posting boards at both stations, posted at the Post Office, and posted on the Next-Door App. Chairman Terry Magelssen asked Treasurer Kerri VanMeveren to post the election notice on the Next-Door App. Chairman Terry Magelssen stated that he would post on the District's website and on the District's Facebook page.

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9. Miscellaneous

a) Treasurer Kerri VanMeveren asked when the inventory would be completed so they would have this information for the Financial Audits. She stated that Chief George Poulignot stated this would be completed by the November Work Session Meeting. She asked how they can go about getting this report completed. Chairman Terry Magelssen stated that he would speak with Chief George Poulignot tomorrow on when the inventory report will be completed.

Motion to adjourn from the Regular Session Meeting by Chairman Terry Magelssen.

Regular Session Meeting adjourned at 09:19pm.

Marty Hardman asked the board what DWD stands for. Chairman Terry Magelssen stated that stands for Dolan West Dolan and that they are a neighboring fire district located in Freeman, Missouri. Marty stated she heard there was talk of bringing Dolan West Dolan into Western Cass Fire Protection District. Chairman Terry Magelssen stated that if that were to happen Dolan West Dolan would use our fire fighters and some of theirs and handle the administrative and operational sides. He stated that all calls would be handled by them. He stated that Western Cass Fire Protection District would still have a working board to discuss and iron out the details of the contract of services. Chairman Terry Magelssen stated the other option is for a full merge of Districts. He stated that legal said this is tough to do. Chairman Terry Magelssen stated that Mt. Pleasant contract services with Belton Fire. Treasurer Kerri VanMeveren stated that in talking with Mayor Norman Larkey of Belton, there are other options, and they might want to look at Belton as an option. John Webb asked if the citizens would be involved in this decision. Chairman Terry Magelssen stated, yes. John Webb stated that all options need to be looked into and input given from the public.