



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

1. Meeting called to order at 7:00 pm.  
The meeting was recorded.

2. Pledge of Allegiance

3. Roll call:

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

4. There were no public present in-person or virtual.  
Chairman Terry Magelssen asked if we need to keep this section on the work session agendas. The board agreed to keep "Personal Appearances" on the work session agendas.

5. Reports

a) Chairman Terry Magelssen stated that he continues to work in the Teams to better understand the platform.

Chairman Terry Magelssen stated that he has been working on finding a better solution for recording meetings, one that is more affordable for the district. He has found solutions for \$150.00 all the way up to \$3,000.00. He has been in contact with a couple companies that handle this and has asked what is best for the district. He said he would like to see the board purchase a webcam that will hook to the Secretary's laptop or a designated laptop that will cost \$156.80. This is for the webcam only. This would still allow the district to record the meetings through Teams. Station 2 already has a big screen/monitor that can be used. Treasurer Kerri VanMeveren stated she thinks this is a good option. She did ask what would happen if the secretary could not attend in person and use the secretary laptop. Chairman Terry Magelssen stated that the secretary's laptop can be placed in the Chief's office if she will be absent. Treasurer Kerri VanMeveren stated that there is the old laptop, and she will look at it this weekend to see that it is compatible. She said she feels like another laptop might be needed to use for the recording of meetings. Chairman Terry Magelssen stated that the HDMI output is already on the secretary's laptop and made the hook up to the big screen/monitor very easy.

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Chairman Terry Magelssen stated that he has had training sessions with Matt at SmartPro to get a better understanding on the invoice workflow route the board members need to use.

Chairman Terry Magelssen stated that he has been keeping up with the calendar of events to make sure the board stays on track with the yearly duties.

Chairman Terry Magelssen took measurements at Station 2 to begin the conceptual drawings.

b) Vice Chairman Sue Hosterman stated that she has been researching if the district has cyber insurance coverage in case of a cyber-attack. She stated that the district does have cyber-attack insurance, but if something different is needed she will have to let the insurance company know. Treasurer Kerri VanMeveren stated that the bank asked if the district has that kind of coverage, since the district has online bill pay. The bank is not responsible for cyber-attacks that could happen. Chairman Terry Magelssen stated that they need to make sure they have enough coverage for this. Director Darvin Schildknecht stated that the board needs to be aware of the amount the insurance company will cover if it is ever needed. Treasurer Kerri VanMeveren stated that the bank puts a cap on any ACH transaction over \$5,000.00. Chairman Terry Magelssen asked if the insurance company would cover an IT vendor to clean up a cyber-attack. Treasurer Kerri VanMeveren stated that the IT vendor we have does not do back-ups for cyber-attacks.

c) Treasurer Kerri VanMeveren stated that the ACH for stipends and online bill pay is up and running. Stipends should be issued ACH this month.

Treasurer Kerri VanMeveren stated that she is getting more familiar with the CPA's software they use.

Treasurer Kerri VanMeveren stated that the correct information needs to be provided to the CPA to receive the balance sheet. She said this was not as extensive as originally thought.

Treasurer Kerri VanMeveren said the State Auditors asked for a list of the district's assets and the price the items are worth. She stated that maybe having the Fire Fighters work on this would help Chief and the district could pay an extra stipend.

Treasurer Kerri VanMeveren stated that she needs to location the info on the CD's that are at the bank. Chief George Poulignot stated he is certain that we have the CD info.

Treasurer Kerri VanMeveren stated that she has been in communication with Kathy from the County Clerk's Office on the tax levy. She stated that the deadlines have changed, but there still must be public meeting for this. She was just letting the board know that there are shortened timelines and will communicate that when she knows more. Chairman Terry Magelssen stated that the tax levy meeting is usually before the start of a board meeting at 6:30 pm. Treasurer Kerri VanMeveren stated there are two different releases for the tax levy. She stated that Kathy will email her the hard copies of the revision once it is available. Treasurer Kerri VanMeveren

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will then have to send this back to the county once the board and public review. Chairman Terry Magelssen stated that this must be posted in the paper seven days before the tax levy vote. Treasurer Kerri VanMeveren stated she has already been in contact with the paper on this. Chairman Terry Magelssen stated there might have to be a special meeting scheduled later in August for the tax levy.

Treasurer Kerri VanMeveren stated that she set up a new WCFPD Administrative Team. She has asked the secretary to copy all agendas, work session minutes and regular session minutes to that team. She stated that Chief needed access to the agendas and minutes.

Treasurer Kerri VanMeveren stated that there would need to be a budget amendment soon and is hopeful to have the draft by the next board meeting. This is because the Cares Act money has been deposited. Chief is helping with this.

d) Director Ed Summer was absent so there was nothing to report.

e) Director Darvin Schildknecht stated he hopes they have better sound soon for the virtual attendees. Chairman Terry Magelssen stated that he will be working on pricing speakers along with the webcam since it does not come with any. Chairman Terry Magelssen stated that the webcam will be portable, and the board will be able to have meetings at either station. Treasurer Kerri VanMeveren asked if the meetings would soon be located at Station 2. Chairman Terry Magelssen stated he would like to be able to have meetings at either location and that this would help from having to move tables and such around each time.

Director Darvin Schildknecht stated that he will help tear out the podium and haul away the materials from Station 2. He also suggested that there be a door from the board room at Station 2 to be able to enter the living quarters. Chairman Terry Magelssen stated that the fire fighters usually leave Station 2 during the board meetings. Director Darvin Schildknecht stated that maybe better insulation for the board room is needed.

f) Chief George Poulignot stated that he is doing his best to get things done in a timely manner. The number of projects and time limits is tough right now, but he continues to make progress.

Chief George Poulignot spoke about the need for stipend production bonuses. He thought that to receive this bonus the fire fighters would need at least 20 event hours a month. He stated this is a logical way to assign things to the fire fighters.

Chief George Poulignot stated that he has four fire fighters that are interested in living at Station 2. Treasurer Kerri VanMeveren asked how soon the Policy and Procedures Manual for living at Station 2 be completed. She stated that there are a lot of gaps in the old policy. Chief George Poulignot stated there are documents available, but there are very minimal requirements. Treasurer Kerri VanMeveren stated that the policy needs to state what is allowed and what is not allowed. Chief George Poulignot stated there will be no overnight visitors or children allowed.

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Chief George Poulignot stated that for tomorrow night's training they plan to go to the city lake and do some pumping, water flow and chainsaw training. At the latest planning meeting for the city, they spoke about going to topcoat the road to the city lake. He said he let the city council know that they would be having training out there. Chief George Poulignot stated that hazards are hard to replicate, but they will do some training at the city lake that should help with that. He stated that the training program helps keep the staff participating and encouraged. Director Darvin Schildknecht asked if Chief had any leads on the lighting at Station 2. Chief George Poulignot stated that there was no update. He has been working with City Electric on moving forward with new lighting at Station 2. He stated that the majority of the ballasts are bad.

6. New Business

a) Conceptual Drawings for RFP for remodel at Station 2

1) Chairman Terry Magelssen took measurements at Station 2 to begin the conceptual drawings. Treasurer Kerri VanMeveren stated she knows that Chief has been working on getting bids for the repairs at Station 2. She stated that the board needs to come to an agreement on what they need done at Station 2. She believes a committee to help Chief work with contractors is best. Treasurer Kerri VanMeveren stated that two bids from each contractor would be good. Showing the repairs back to the way the Station was and the other showing how the board and Chief would like the Station to be after repairs are completed. Bids from three different contractors is necessary. Chairman Terry Magelssen asked each board member their thoughts on repairs. Director Darvin Schildknecht stated that he would like to see some changes rather than remodel back to the way it was. Chairman Terry Magelssen asked if the insurance company cares what is done at Station 2 as long as they stay with the allowed monies that will be used for repairs. Vice Chairman Sue Hosterman stated they just need to know what changes are made. Chief George Poulignot stated that the insurance company already said they were okay with small changes. Vice Chairman Sue Hosterman stated that she wants to see different repairs as well, not the original design. She said they will just need to let the insurance company know of the changes. Chairman Terry Magelssen stated that a focus group that consists of two board members is needed for the "Station 2 Project". He agreed that connecting the board office and meeting room would be very convenient. He stated that the bathroom would need to be turned to add the hallway. Treasurer Kerri VanMeveren stated that once Station 2 repairs are finished that would be a great place to let the public rent for small gatherings since it has a public restroom. She stated that if they were going to make it available to the public to be mindful of that when make the conceptual drawings. Chairman Terry Magelssen said he would like to see a generic meeting room and invest in different table options. He also stated that the fire fighter training could be held there as well, when appropriate. Chairman Terry Magelssen stated that a 20" x 18" is a small room, but when left open it is adequate space for something to rent. Treasurer Kerri VanMeveren stated she would like to see a visual of Station 2 and what the focus group has in mind. Vice Chairman Sue Hosterman agreed that she would like to do a walk-through with them. Chairman Terry Magelssen stated the fire fighters can continue to

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enter the living quarters through the bay area. Chairman Terry Magelssen stated that the focus group will consist of himself and Director Darvin Schildknecht. They will share all ideas with the board. He also stated that an RFP will need to be developed from the focus teams' drawings.

b) Invoice Workflow

1) Treasurer Kerri VanMeveren stated this is how to do invoicing and bill pay. She asked Chairman Terry Magelssen what his thoughts were on the processes. Chairman Terry Magelssen stated that the audit trail is easily seen when it is done through the "Approval Folder". Treasurer Kerri VanMeveren stated that we can get an audit trail in report form from SmartPro for a small fee. She stated that Chief would have to set up an approval for each bill that the district receives. This process will cause a lot more work for Chief. He would have to download each document one by one; this would be very time consuming. Chairman Terry Magelssen stated that the front end looks easy, but not a proficient way to handle the invoice side. Treasurer Kerri VanMeveren stated that in either Edge or Chrome you can edit documents online. This could be used to stamp each document, if needed. Treasurer Kerri VanMeveren stated that you can subscribe to a folder, and you can see if anyone has added or subtracted anything from that folder. Treasurer Kerri VanMeveren stated that the board members should rotate the duties of approving the bills and moving them on to the next folder where she will them approve them and send them on to the CPA for payment. There is a rejection folder if someone does not agree to a bill. She said the State Auditors are okay with this process if it is documented, and the district follows their own process. Chairman Terry Magelssen stated that he would like Treasurer Kerri VanMeveren to be the second set of eyes to look at the bills. Treasurer Kerri VanMeveren stated that each member needs to reach out to SmartPro if they are not comfortable with the process before it is their turn to look at each bill and send on to the next folder or reject. Chief George Poulignot stated that he uploads bills every couple days. The bills will need to be reviewed on a regular basis so they can be paid in a timely manner. Chairman Terry Magelssen asked what the timeline to get the bills uploaded to the CPA is. Treasurer Kerri VanMeveren stated that the CPA pays bills all month long. They are very quick to get the bills paid once they are uploaded to them. She stated that a bill could be paid within a week of it first being uploaded by Chief. Director Darvin Schildknecht stated that it only takes 2-3 minutes to get the bills uploaded to the next folder once they are approved. Chairman Terry Magelssen stated that Director Ed Summer had concerns with electronically affixing signatures on checks. Treasurer Kerri VanMeveren stated that there are not any issues with electronic signatures. This is what the CPA does now. She stated that she spoke with the state auditors and if this process is documented and is followed per documentation there will be no issues for this on an audit. Chairman Terry Magelssen asked if this is stated clearly in the Policy and Procedures Manual. Treasurer Kerri VanMeveren stated that she would get Article 9, Section 9.3 updated and sent to the board for review. Chairman Terry Magelssen stated he would like to see this amendment presented at the next board meeting. Treasurer Kerri VanMeveren asked the board what their opinions were on using the rejection folder or leaving the bills in the current folder if they do not approve them. Chairman Terry Magelssen stated that he wants to see everyone use the

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rejection folder. He stated that everyone should get an alert, so they are able to see what is rejected. He asked not to leave the bills in the current folder. Director Darvin Schildknecht agreed with Chairman Terry Magelssen. He would like to see the rejection folder used as well. Vice Chairman Sue Hosterman stated she wants to see the rejection folder used but wants to ensure that a notification is sent to the board members when a bill is rejected. Treasurer Kerri VanMeveren stated that you can subscribe to folders so you will get notifications when something is added or subtracted from that folder. She stated that he would like to see the board member assigned to that month to act on deciding on the bills within 24 to 48 hours. Chairman Terry Magelssen stated that he would like to see this approved or rejected within 48 hours of the bills being uploaded by Chief.

c) Lawn Mowing/Snow Removal Vendor

1) Treasurer Kerri VanMeveren asked who the current vendor was for lawn mowing and snow removal and what was the district paying for this service. Vice Chairman Sue Hosterman stated it is Jordan Goddard with JG Lawncare/Snow Removal. Treasurer Kerri VanMeveren stated she had not seen a bill for the service and was concerned with what the district was paying. Director Darvin Schildknecht asked if he billed per week or service. Chairman Terry Magelssen stated that if the district goes with a bigger lawncare service they might pay more for the scope of work. Vice Chairman Sue Hosterman stated that Jordan Goddard's parents lived in district, and he was giving the district a price break. She said Jordan did mention at one time that he is not great with getting his invoices out in a timely manner. Vice Chairman Sue Hosterman stated that he has been doing lawncare for years. Chief George Poulignot stated that he thinks they pay \$45.00 for Station 1 lawncare and \$55.00 for Station 2 lawncare. Treasurer Kerri VanMeveren stated that she will have the CPA look for last years bills so they have an idea of what the price will be.

d) Medical Director

1) Chairman Terry Magelssen stated that he hoped Belton would let Western Cass piggy back on their medical director services. He stated there is a line item on the budget for medical director that is \$500.00. Chief George Poulignot stated that Chief Sapp of Belton said they could adopt protocols. He said that conversation was about a month ago and he does need to follow up with him on this. Vice Chairman Sue Hosterman stated that this does need to get done.

7. Miscellaneous

a) Treasurer Kerri VanMeveren asked if they can hold the board meetings in the bay if there are public attendees. She asked how the webcam would work with that. Chairman Terry Magelssen stated that there is a cart the district can purchase to hook the webcam, speakers and monitor to for mobility. He will check into pricing on this.

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- b) Chairman Terry Magelssen stated he is waiting to hear back from former Chief Norman Larkey on the titles to the apparatuses. Norman Larkey believes he may have a couple titles at his home.
- c) Chairman Terry Magelssen spoke about upcoming absences. He stated that he would not be able to attend the regular session in August. The secretary will not be able to attend the work session in August.
- d) Vice Chairman Sue Hosterman asked when the NIMS training was scheduled. Chairman Terry Magelssen stated that it was August 11, 2021 at 07:00 pm. Chief George Poulignot stated that he would follow up with Deputy Beal to confirm the date and time. He stated that the training would take 2 to 3 hours.
- e) Treasurer Kerri VanMeveren asked what the name of the committee for the Station 2 remodel would be named. Chairman Terry Magelssen stated that it would be called "Station 2 Remodel Focus Group".
- f) Chief George Poulignot stated that he wants the board to be patient with him. He feels a substantial number of projects that are all high priority. Treasurer Kerri VanMeveren stated that the board is there to help in any way possible. Chairman Terry Magelssen stated that the state of neglect that the district was in, the board will help until the damage control is done. Director Darvin Schildknecht told Chief to reach out for help of any kind.
8. Adjourn from the work session meeting at 8:54 pm.