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|  | AGENDA  Western Cass Fire Protection District  Work Session  Wednesday, July 06, 2022, at 7:00 pm  Fire Headquarters  5 S. Rogers Rd., Cleveland, MO 64734  <https://tinyurl.com/yexcc6tt> |  |

1. Call to Order by the Secretary 7:03 P.M.
2. Pledge of Allegiance
3. Roll Call (Quorum)

a) President and Chair John Webb (2022- 2027) Present

b) Vice Chair Marty Hardman (2022- 2023) Present

c) Director Sue Hosterman (2019-2025) Present

d) Director Kerri VanMeveren (2020-2026) Present

e) Director Darvin Schildknecht (2021-2027) Present

1. A motion made to adopt and approve the Wednesday, July 6, 2022 agenda was passed by consent agenda with the caveat that that a new agenda item be added to the New Business section of the agenda to discuss contracting Belton to provide fire services to the district, and there were no dissentions.
2. Personal Appearances / Public Comments

Several “citizens” attended the meeting. One of them had a list of possibly scripted questions to ask, and that “citizen” proceeded to interrupt the meeting for most of the duration, even though President Webb made it clear public comments are limited due to meeting time restraints.

1. Reports

A) President and Chair John Webb

1) Marty and I secured a debit card and transferred funds to a holding account.

a) Director VanMeveren asked how much money was transferred between the accounts.

b) President Webb reported he transferred approximately $313,000 to the new account to ensure that no unauthorized person(s) may access the funds.

2) Director Hardman stated that anyone with viewing access may see the account balance, but it takes 2 authorized signatures to spend any money.

a) Director VanMeveren claimed that the President and Vice Chair do not have the authority to do this and they are both breaking the rules.

b) Director VanMeveren claimed they have comingled tax-payer money in the account, and that they did not have board approval to move the money.

3)   Frank reported that The Board could pay Chief Johnson with the current contract on the approval of the board. A motion was passed to pay the Chief $1000 per month on a W4 form system pending consultation with the districts lawyer, so I instructed Marty to start the monthly payments to the Fire Chief accordingly.

4)   Frank reported that the board could legally divide up the Treasurers job as it sees fit.

5) I instructed Stephanie to find out about bonding her as the Treasurer. Insurance company advised that the bond was for position who ever held the position was therefore covered. I also asked her to get the Chief on the Fire Truck insurance.

6) I gave Kerri the inventory book for spread sheet processing.

B) Vice Chair Marty Hardman

1) The district received a notice from Evergy letting us know they will be trimming trees away from power lines near both the fire stations.

2) Tax id correction was updated with Community bank of Raymore to show the district’s correct tax I.D. 43-1319377. All signers on the account are required to sign the new signature cards for this to be updated. Director Hardman asked all the board members to sign the cards she presented at the meeting.

3) Director Hardman asked directors VanMeveren, Schildknecht, and Hosterman who rejected the approval of a contract to hire a bookkeeper at the last meeting, “What have you done to help the district resolve this issue?”

a) Director VanMeveren asserted that the proposed contract does not cover the duties of the treasurer including:

1) Monitoring budget variances

2) Keeping the budget in line

3) Monitoring the payroll W2’s, W4’s, etc.

4) There is no custodian of district money.

b) Director Hosterman stated she wants to hire a bookkeeper but wants more clarity on the issue.

c) Director VanMeveren asserted that the district can not outsource these responsibilities according to the “law”, and that outsourcing treasurer duties is not legal.

d) President Webb refuted all of Director VanMeveren’s assertions referring her to the fact that our C.P.A. carries out many of these functions presently.

C) Director Kerri VanMeveren

1) See attached report\*

2) *Secretaries Note* - *Director VanMeveren has once again tried to edit the public record by adding her own personal version of the minutes to her report @*

[*https://westerncassfire.sharepoint.com/:b:/s/WCFDBoard/ESvX17pvi9VLnJ9\_r9wbVeoB959fXJzDsBNVag6Nd2qoSw?e=nMcIvb*](https://westerncassfire.sharepoint.com/:b:/s/WCFDBoard/ESvX17pvi9VLnJ9_r9wbVeoB959fXJzDsBNVag6Nd2qoSw?e=nMcIvb)

D) Director Sue Hosterman

A) The contractor who had offered to bid on the Station 7 repairs earlier in the year has not returned her calls. She assumes they have lost interest in doing the work.

B) She is still looking into the scheduling of the harassment training session for district personnel.

E) Director Darvin Schildknecht reported that he does not like the way the secretary chronicles the meeting minutes. The secretary refused to edit the last minutes in the way he requested.

*Secretaries Note – The only difference between the minutes as entered into the record concerning Director Schildknecht, and the change he requested, was a statement he made about driving the fire trucks. The secretary refused to remove his statement because the minutes as recorded are accurate and conform to directives received by the Attorney General’s Office.*

F) Fire Chief John Johnson

1) President Webb and Chief Johnson both attended the funeral for a fire fighter who recently lost his life in service to our neighboring community. Their presence at the funeral was a symbol of our respect for his sacrifice and conveyed our districts continued solidarity with our neighboring fire districts and their personnel.

2) The district is waiting on background checks to be completed on the new personnel applicants.

a) Chief Johnson inquired as to the nature of the delay on the background checks.

b) People are filling out applications to join the district but the applications are not getting through.

c) Apparently the employment application part of our website is not functioning properly.

3) Chief Lopez in Pleasant Hill will be conducting free training for new firefighters. The training will last 9 weeks for full training and testing.

4) The state has now combined Firefighter 1 and Firefighter 2 training into one program.

5) The Emergency Management System is about to change in the next 18 months.

6) Drexel, Dolan, and Western Cass fire districts have agreed that we need an ambulance service for our area. They wish to discuss a shared service.

a) United Health and Medicare would offset the cost of a proposed ambulance service.

b) The ambulance service would have to be independent of any fire district.

1. Unfinished Business

*Secretaries Note – Director Hosterman correctly pointed out to the newer members of the board that traditionally the board does not vote during “Work Sessions.” There followed some heated debate. It was decided since the meeting agenda was already approved, we can proceed but need to adhere to this practice in the future.*

A) A motion to approve the 2022.06.15 Regular Board Meeting Minutes was passed.

President and Chair John Webb Aye

Director Sue Hosterman Aye

Director Kerri VanMeveren Nay

Director Darvin Schildknecht Abstain

Vice Chair Marty Hardman Aye

B) A motion to approve the 2022.06.15 Regular Board Meeting Closed Minutes was passed.

President and Chair John Webb Aye

Director Sue Hosterman Aye

Director Kerri VanMeveren Nay

Director Darvin Schildknecht Abstain

Vice Chair Marty Hardman Aye

C) Establish Targets, Goals, and Key Performance Indicators – No action taken

D) Impact on 2022 Spending and 2023 Budgeting – No action taken

1. New Business

A) Tax Rate Hearing

1) There is concern that reducing the district tax rate might be a problem so the district lawyer should be consulted on the issue.

2) The aggregate report is coming on July 15, and Stephanie will send it out when she receives it.

3) Stephanie stated that decisions made at our August board meeting will still give us time to meet our budget obligations to the state in September.

B) Signature Cards Need Signed (bank authorization} / Tax I.D. correction at Community Bank of

Raymore 43-1319377, and Close Saving Account at Citizens Bank

1) The Tax I.D. situation could not be resolved because Director VanMeveren refused to sign her card on the grounds that “she doesn’t rubber stamp legal documents.”

a) Director Schildknecht accused Director Hardman of presenting illegal contracts to the board.

b) Director VanMeveren claimed that bank contracts are not the same as any other legal contracts, and that she refuses to sign anything that has not been presented to her prior to a meeting.

2) President Webb transferred $500.00 from an old savings account to a new savings account and wants to close the original account.

a) Director VanMeveren took issue with the new account.

b) The old savings account has Director VanMeveren’s name on it and she refused to go to the bank and sign the account closing form.

c) Director VanMeveren stated to the board that “When it comes to moving money, I will put the brakes on these things. Yes, I will.”

C) Authorize the President to Secure Credit Cards or Debit Cards: for individuals who may need to make small

purchases for our fire district.

1) The president asked the board for permission to acquire $2,000.00 limited credit cards for the President, Vice President and Fire Chief, and $500.00 limited credit cards for District Manager and Personnel Director.

a) Director VanMeveren made an issue out of the President applying for a district credit card.

b) Monte Olsen wrote a policy for credit card issuance but he never introduced it to the board. Stephanie said she has that policy and offered to send it to the board members.

c) All cards issued to the district will require the social security number of the card holder to be linked to the card.

2) Make list of names authorized to have DEBIT CARDS ON BANK ACCOUNT 1373736

a) Director VanMeveren stated that the district should not use debit cards because they have been abused in the past, and only credit cards should be used.

b) Director Hardman currently has a debit card for items that have no other payment options now.

D) Roles and Responsibilities of Directors and Contractors

Director Hosterman admonished all board members to read their training manuals and act accordingly.

E) Purchase Digital Copy of Robert’s Rules for Order.

Director Hosterman wants everyone to follow the procedures laid out in Robert’s Rules of Order.

F) Bond of Treasurer (Insurance company says position is bonded).

Director Hosterman wants to make sure all contractors hired by the district are properly bonded.

G) Inventory Project Status

1) Director VanMeveren told the board a citizen contacted her and wants to volunteer to transfer all the physical inventory records to a digital format.

2) Director VanMeveren received board approval for the volunteer to begin the work.

3) There was a discussion about what software the digital record should use.

H) Discrimination and Harassment Classes

Director Hosterman has a contact that said he is willing to do the training, but if he is going to get “a bunch of static” then he will not do the training session at all.

I) Work on Station #2 Restoration Repairs

1) The board reviewed the current bids for the repair work on Station 7.

2) The board deferred any decision on the repairs until another meeting. Several members want to find out how much more reimbursement is available from the insurance company for the repairs before approving the work.

J) Discuss 2023 Budget – No action taken

K) Discuss Contracting Belton to Provide Fire Service

1) Director Schildknecht feels that the Western Cass Fire Protection District is too far gone to save.

2) Director Schildknecht told the board that he has been involved in the district for many years and is in fact a founding member of the district. He stated that he has watched the district go down hill for many years and it saddens him.

3) Director Schildknecht asserted that the cost to fix the problems of the district exceeds the district’s tax revenue.

4) Director Schildknecht stated that finding volunteers is getting harder and harder especially ones that live within the district.

5) Director Schildknecht made a motion to get a proposal from the Belton Fire District to provide service for a one-year period, and that the board would discuss the details of the proposal when it is received. The motion was passed.

President and Chair John Webb Aye

Director Sue Hosterman Aye

Director Kerri VanMeveren Aye

Director Darvin Schildknecht Aye

Vice Chair Marty Hardman Abstain

9) A motion to adjourn was passed by consent agenda with no dissentions.

Adjourned 9: 29 P.M.