

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 August 27, 2013

- ❖ Meeting was called to order at 1736 hours.
- ❖ Present were: Trustee Hughes, Trustee Mueller, Trustee Perkins, Chief Schumer, Assistant Chief Osborne and Administrative Assistant Kashima Rhone.
- ❖ Closed session and open session minutes of the Aug 23, 2013 District Meeting were presented for approval. Motion to approve by Trustee Perkins and seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- Motion to accept bills as read was made by Trustee Perkins and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Trustee Hughes and Perkins accepted treasurer's report.

UCB-Money Market Account	\$	11,733.75
UCB Explorer Post 1928	\$	776.00
Bank & Trust M/M	\$	952,529.40
Bank & Trust Pension	\$	150,655.71
Bank & Trust Equipment Reserve Fund	\$	61,179.12
Bank & Trust Real Estate Fund	\$	202,123.27
Bank & Trust Death Benefit Supplement	\$	10,549.80
Bank & Trust Foreign Fire Insurance Board	\$	25,760.41
Bank & Trust Donations & Memorial Fund	\$	1,737.63

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment.

- **OLD BUSINESS:**

- ❖ Pension Fund Contributions request from Pension Board were discussed. Trustee Mueller made a motion to move \$20,383.48 from the general account and \$104,616.52 from the real estate property account to the Pension Fund for a total contribution of \$125,000.00 and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

❖ **NEW BUSINESS:**

- ❖ Dress Code Requirements, Administrative Assistants Position were requested by Trustee Hughes to be moved to closed session.

- ❖ Banner Fire Equipment invoices 431102, 430919, and 430585 were discussed. Motion was made by Trustee Mueller to approved payment of invoices 431102, 430919, and 430585 totaling \$8,702.26 and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Open house funding was discussed. Trustees instructed Chief Schumer to continue with the purchase of items for the open house as done in the previous years.

- ❖ Re-appointment of Chief Bruce Osborne or appoint of new member to the FF Pension were discussed. Trustee Hughes presented the board and Chief Osborne with a signed letter announcing his re-appointment to the FF Pension Board retroactive to April 1, 2013 and will continue through March of 2016.

- ❖ Lawn care services for department property were discussed. Trustee Perkins discussed having Chief Schumer purchase fertilizer and weed killer as need to maintain lawn.

● **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussed changing the requirement for new Firefighters. Also discussed possibly doing away with the credentials requirements for new Firefighters.

● **PENSION BOARD:**

- ❖ Pension Board transferred \$135,000.00 from Bank and Trust to Charles Schwab to be invested.
- ❖ Also discussed adding an additional signature with Bank and Trust for signing Pension Board checks.

● **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussed the purchase of new safety house. Discussed postponing the purchase for approximately two years to get more funding and sponsors.
- ❖ Discussed the purchase of safety glasses and at this time the Foreign Fire Insurance Board has decided to not purchase safety glasses for all members.
- ❖ Have nothing new to report on shirts.

● **CHIEF SCHUMER**

- ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed:
 - FFII class is beginning on September 22, 2013. We are presently lining up instructors, ordering books, and preparing for the class. We have four additional people from Divernon and possibly some from Loami.

- 3F27 window damage on transport to hospital August 27, 2013. Apparatus will go to Truck Centers Thursday for repair of cab AC. Also, ABS light has been reportedly coming on and off.
- There is still a concern by the FF/EMT's about the handling of the unit.
- 3F29 had boot between cab and box replaced by Division Chief Rose.
- GTsi troubleshooting a radio system problem with the base station. Speakers are not working on console.
- Fill the Boot will be September 14, 2013 at 0800 hours.
- Open House is on October 5, 2013.
- Next blood drive is October 30, 2013, from 1400 to 1800 hours.
- The schedule is out for Fire Drills at the schools. Mid-August through late September.
- Working on a project with Bill Capella (former SFD member) regarding a module for placing pre-plans on our MDS's. Meeting August 28, 2013.

- **ASST. CHIEF OSBORNE**

- ❖ Trustee's accepted the Assistant Chief's semi-monthly report.

The following items were discussed:

- Grants:
 - 2013 IPRF – Beatty Televisual will start work soon.
 - 2013 KDO grant – ordered CO detectors.
 - 2013 IDPH grant – nothing to report.
- 2013 AFG grant application period should begin in September. Thought we might try for Firefighter's Personal Protective Equipment.
- 2013 OSFM Small Equipment Grant application period starts September 16, 2013.
- Ordered 50 carbon monoxide detectors to fulfill the Kings Daughter's Grant.

- **CLOSED SESSION:**

- ❖ Motion to go into Closed Session at 1916 hours to discuss Employment/Appointment matters in accordance with (5ILCS 120/2(C)(1) was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ In attendance were: Trustee Hughes, Trustee Mueller, Trustee Perkins, and Chief Schumer.
- ❖ Closed session started at 1918 hours.
- ❖ Closed session ended at 1950 hours.

- ❖ Motion to return to Open Session at 1953 hours was made by Trustee Perkins and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- **OPEN SESSION:**

- ❖ Present were: Trustee Hughes, Trustee Mueller, Trustee Perkins, Chief Schumer, Assistant Chief Osborne and Administrative Assistant Kashima Rhone.

- ❖ Trustee Hughes discussed having Chief Schumer and Administrative Assistant Kashima Rhone look through catalogs to find a suitable uniform shirt to meet the department dress code requirements for the Administrative Assistants position.

- ❖ Motion to adjourn meeting at 1955 hours was made by Trustee Perkins and seconded by Trustee Mueller, motion passed.

Hughes yes Mueller yes Perkins yes

Minutes by Administrative Assistant Kashima Rhone