

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 September 10, 2013

- ❖ Meeting was called to order at 1740 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 27, 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 Mueller and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

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

UCB-Money Market Account	\$	20,404.62
UCB Explorer Post 1928	\$	776.00
Bank & Trust M/M	\$	920,850.48
Bank & Trust Pension	\$	18,638.04
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	\$	1,767.79

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment.

- **OLD BUSINESS:**

- ❖ No old business.

- **NEW BUSINESS:**

- ❖ Death Benefit Supplement contribution, transfer of funds was discussed. Trustee Mueller made a motion to transfer an annual contribution of \$3,000.00 from the General Fund to the Death Benefit Supplement and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Real Estate Fund contribution, transfer of funds was discussed. Trustee Mueller made a motion to transfer an annual contribution of \$1,000.00 from the General Fund to the Real Estate Fund and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Equipment Fund contribution, transfer of funds was discussed. Trustee Mueller made a motion to transfer an annual contribution of \$180,000.00 from the General Fund to the Equipment Fund and an annual contribution of \$58,820.88 from the Real Estate Fund to the Equipment Fund and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

➤ Lt. Bolletta joined the meeting at 1758 hours.

- ❖ Merchant Services for QuickBooks (to process credit card payments) reader and monthly fee were discussed. Trustee Mueller made a motion to approve the purchase of credit card reader and monthly fees and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Life Insurance and AD&D benefit, renewal, quotes from VFIS and ESIP were discussed. Trustee Perkins made a motion to accept the Life Insurance and AD&D quote from ESIP and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Skaggs Memorial Plaque was discussed. The Trustee's will wait to see proof before making a decision to approve the purchase. No action taken, tabled

- ❖ Administrative Assistants – employment agreement obligations were discussed. Trustee Mueller made a motion to meet the Administrative Assistant employment agreement obligations and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ LCD projector purchase for training room was discussed. Trustee Mueller made a motion to approve the installation of the new projector into the training room as well as the installation of the old projector equipment in the conference room and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- **BOARD OF FIRE COMMISSIONERS:**
 - ❖ Discussed changing the requirement for new Firefighters. Also, discussed possibly doing away with part of the credential 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.
 - New volunteer folders went to Assistant Chief Osborne today.
 - 3F27 window repaired by Auto Glass, had a rock chip. 3F27 also had the air conditioner unit repaired.
 - 3F29 boot between cab and box replaced by Division Chief Rose, and had filter for RE-Gen system replaced.
 - 3F28 needs a battery, Division Chief Rose will be pick up battery
 - Engine 3 apparatus was damaged during a driver training scenario as you were advised last week damage is to the officer side of the pump panel. Claims Adjuster has already been on sight. Apparatus is scheduled to go for two estimates this week and then we will determine where it will go for repair, both establishments specialize more on larger vehicle than do local establishments.
 - U -1 brake lights are out, Division Chief Rose and Assistant Chief Osborne took it to Auburn for repair September 9, 2013.
 - GTSi is trouble shooting a radio system problem with the base station. One speaker remains inop on the console.
 - Fill the boot is September 14, 2013
 - Open House is on October 5, 2013.
 - Blood drive October 30, 2013 from 1400 to 1800 hours.

- **ASST. CHIEF OSBORNE**
 - Trustee's accepted the Assistant Chief's semi-monthly report.
 - The following items were discussed:

- Grants:
 - 2013 IPRF – Beatty Televisual installed components.
 - 2013 KDO grant – CO detectors have arrived.
 - 2013 IDPH grant – nothing to report.
 - 2013 OSFM Small Equipment Grant – application period starts September 16, 2013.
- 2013 AFG grant application period should begin in September. Thought we might try for Firefighter’s Personal Protective Equipment.
- Our STARCOM radio is scheduled for re-programming on October 15, 2013 at 0820 hours at Wireless in Springfield.

➤ No closed session during meeting.

❖ Motion to adjourn meeting at 1930 hours was made by Trustee Mueller and seconded by Trustee Perkins, motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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Minutes by Administrative Assistant Kashima Rhone