

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 November 26, 2013

- ❖ Meeting was called to order at 1735 hours.
- ❖ Present were: Trustee Hughes, Trustee Mueller, Trustee Perkins, Chief Schumer, Lieutenant Bolletta, FF/EMT Rogers, Attorney Richard Grafton and Administrative Assistant Kashima Rhone.

⇒ Absent were: Assistant Chief Osborne
 ⇒ Attorney Richard Grafton left meeting at 1800 hours

- ❖ Open session and closed session minutes of the November 12, 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
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- ❖ Motion to accept bills as read was made by Trustee Hughes and was seconded by Trustee Perkins; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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- ❖ Trustee Hughes and Perkins accepted treasurer’s report.

UCB-Money Market Account	\$ 20,527.81
UCB Explorer Post 1928	\$ 776.00
Bank & Trust M/M	\$ 1,022,256.66
Bank & Trust Pension	\$ 28,562.92
Bank & Trust Equipment Reserve Fund	\$ 300,069.78
Bank & Trust Real Estate Fund	\$ 148,547.43
Bank & Trust Death Benefit Supplement	\$ 13,552.87
Bank & Trust Foreign Fire Insurance Board	\$ 40,496.78
Bank & Trust Donations & Memorial Fund	\$ 788.42
Chatham Fire Department Volunteer Account	\$ 12,043.09

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment.

- **OLD BUSINESS:**

- ❖ No old business.

- **NEW BUSINESS:**

- ❖ Richard Grafton, Estes, Bridgewater and Ogden annual audit and financial report was presented to Trustees, no action taken.

- ❖ Renewal of annual agreement between Chatham Fire Protection District and Sangamon County PSAP Center, SCCDS were discussed. Tabled.

- ❖ Annual Treasurers Disbursement report was discussed. Trustee Hughes agreed to accept the Annual Treasurers Disbursement report and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Independent Contractor's contract review and approval were discussed. Tabled.

- ❖ Overtime Analysis bringing on new hire (s) will be discussed during closed session. No action taken.

- ❖ Temporary Employment contract for Lance Miller will be discussed during closed session.

- ❖ Crop Share Lease Agreement between Lederbrand Brothers, Inc. and the CFPD from March 1, 2014 through February 28, 2016 were discussed. Trustee Mueller made a motion to accept the Crop Share Lease Agreement between Lederbrand Brothers, Inc. and CFPD from March 1, 2014 through February 28, 2016 and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Annual Advanced Trustee Training Continuing Education Session participation was discussed. Trustees will attend training January 25, 2014.

- ❖ Purchasing of office chairs for conference room was discussed. Trustee Mueller made a motion to approve \$1500.00 for the purchase of office chairs for the conference room and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Nothing to report. Did not meet, did not have a quorum will reschedule in December date is currently unknown.

- **PENSION BOARD:**

- ❖ Nothing to report.

- **FOREIGN FIRE INSURANCE BOARD:**
 - ❖ Nothing to report. Rescheduling meeting did not have a quorum.

- **CHIEF SCHUMER**
 - ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed:
 - 3F27 air horns are malfunctioning and the temporary repairs that Division Chief Rose has attempted are failing. Assistant Chief Osborne has ordered repair kits to permanently repair both air horns.
 - 3F29 unit had an antifreeze leak in the patient compartment this morning that was repaired. Air horns are malfunctioning and the temporary repairs that Division Chief Rose has attempted are failing. Assistant Chief Osborne has ordered repair kits to permanently repair both air horns.
 - Engine 1 air actuated shut off cylinder is on order. Unit remains operational. Unknown repair date. The apparatus has an electrical issue of unknown origin. Assistant Chief Osborne has contacted Banner Fire and we are scheduling it for repair.
 - Engine 3 they are still ordering parts.
 - Truck 1 replaced air compressor on unit. Apparatus still has an air leak or compressor is not functioning correctly.
 - When Truck Centers replaced air compressor it was determined by the service personnel that the rear brakes were out of adjustment. Division Chief Rose reportedly did not have them adjusted. Assistant Chief Osborne has been tasked with looking into this and getting them repaired as needed.
 - U 1 replaced one batter in vehicle. Ferring Ironworks is repairing the a-frame work is not yet complete. Parts remain on order.
 - Shift bidding is complete. Schedule to move personnel around will be posted by December 15, 2013, per contract. Personnel will move in January 2014.

- **ASST. CHIEF OSBORNE**
 - ❖ Trustee's accepted the Assistant Chief's semi-monthly report.
 - The following items were discussed:
 - 2013 KDO Grant – Distributing CO Detectors.
 - 2013 IDPH Grant – was awarded the Grant
 - 2013 OSFM Small Equipment Grant - application was submitted.
 - 2013 AFG Grant – application period ends December 06, 2013.
 - 2014 IPRF Grant – application period ends March 14, 2014.
 - ❖ Truck 1 had a problem building air, the air compressor was bad. Had to replace the air compressor, air governor and air/water separator filter. Truck Centers did the work at the firehouse because their building is too short to raise the aerial.
 - ❖ Received paperwork for the 2014 Illinois Public Risk Fund Grant. The grant is for \$6,390.00 and the application period ends March 14, 2014.
 - ❖ The snow plow needs repairs. The A-frame has been taken to Fehring Iron Works for repairs and is still not repaired. Parts for snow blade have been ordered from Drake & Scruggs in Springfield.

- ❖ Called Banner Fire abo the heater hose on Engine 4, that has supposedly been recalled or replaced under warranty from Emergency – ONE. Mike Benker Jr. is supposed to get back with me on this issue.
- ❖ Engine 1 has been having intermittent problems with losing all electrical power. It will stay running, but you don't have headlights, wipers, warning lights or control power. Also talked to Banner Fire about this issue and will schedule after the holiday for repair.

- **CLOSED SESSION:**

- ❖ Motion to go into Closed Session at 1910 hours to discuss Employment/Appointment matters in accordance with (5ILCS 120/2(C)(1) was made by Trustee Hughes and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ In attendance were: Trustee Hughes, Trustee Mueller, Trustee Perkins, Chief Schumer, Assistant Chief Osborne, Captain Bell and Administrative Assistant Kashima Rhone
- ❖ Closed session started at 1910 hours.
- ❖ Closed session ended at 2007 hours.
- ❖ Motion to return to Open Session at 2007 hours was made by Trustee Hughes and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

⇒ Actions taken from closed session:

- ❖ Trustee Perkins made a motion to offer Lance Miller a 30 day temporary employment contract and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Motion to adjourn meeting at 2008 hours was made by Trustee Perkins and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

Minutes by Administrative Assistant Kashima Rhone