

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 January 08, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1737 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Mueller, Trustee Perkins; Chief Schumer, Assistant Chief Osborne and Office Manager Kashima Stotts

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of December 11, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Mueller and seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Open and closed session minutes of December 19, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Hughes; motion passed.

Hughes yes Mueller yes Perkins yes

- **TREASURERS REPORT**

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

	<u>12/11//2018</u>	<u>01/08/2019</u>
United Community Bank M/M	\$ 19,139.94	\$ 11,183.70
Bank & Trust M/M	\$ 1,200,829.96	\$ 1,146,743.36
Bank & Trust Pension	\$ 263,134.42	\$ 270,825.36
Bank & Trust Equipment Reserve Fund	\$ 633,942.39	\$ 436,787.65
Bank & Trust Real Estate Fund	\$ 144,486.53	\$ 144,516.22
Bank of Springfield CD Investment	\$ 501,144.17	\$ 502,144.17
Bank & Trust Death Benefit Supplement	\$ 19,644.24	\$ 19,650.59
Bank & Trust Foreign Fire Insurance Board	\$ 63,400.89	\$ 61,205.89
Bank & Trust Donations & Memorial Fund	\$ 1,729.09	\$ 1,704.07
Chatham Fire Department Volunteer Account	\$ 11,875.34	\$ 11,875.34

- ❖ Motion was made to pay the bill by Trustee Mueller and seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List addition was discussed, no new vendors
- ❖ American Heart Association Training Center fee schedule updates effective immediately was discussed, Trustee made a motion to approve the new American Heart Association Training Center Fee schedule and was seconded by Trustee ; motion passed.

Hughes yes Mueller yes Perkins yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Meet on January 15, 2019
- ❖ New appointee Dan Holden was elected as Board President
- ❖ Former Board President Paula Staab Polk resigned

- **PENSION BOARD:**

- ❖ Discussion Given by Assistant Chief Osborne
 - Transferred money to the investment portfolio with Charles Schwab
 - Pension Board training will be coming up around March / April

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Lt. Bolletta
 - Discussed several things at the last meeting
 - Board appreciates the Districts purchase of table and tent
 - Suggestion submission tickets were updated

- **CHIEF SCHUMER REPORT**

- ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed:
 - **Apparatus Working Group**
 - Ambulance graphics done except lettering requiring gold leaf, which will be done locally at Canham Graphics
 - AC will be scheduling radio installation for new ambulance
 - I will be going to Foster Coach with other working group members, TBD, to take possession of the unit on January 15, 2019
 - AWG has ordered new pick up with Bob Ridings, working on getting bids for radio and light transfer and upgrade of light package to match Command 1
 - Next meeting TBD
 - Review AC notes for apparatus issues over the past months
 - **Volunteer Working Group / Volunteer Updates**

- FFIB approved purchase of retractable banners
- Table banners and pop-up tent for recruiting efforts in the works of being obtained
- **FTE**
 - Milner has been sent letter to get medical evaluation and background check accomplished
 - BOFC has not started new process for new list. Will discuss at January's meeting
- **PTE**
 - Jamie Russow will begin employment on Monday, January 7th
- **Personnel Issues**
 - Working on Phase -2 Second Year FF Driving Program
 - Suhling beginning his Probationary process to include familiarization of rigs, equipment, station, processes and procedures
- **Safety Working Group**
 - Nothing to report
- **Pre-Annexation Working Group**
 - Detailed AC with reaching out Cinda Schein and Lamb Property owners
- **Equipment and Miscellaneous Building Items**
 - In the process of purchasing new ICS system vests for ambulances and additional locations
 - Genesis cutters out of service, replacement request on agenda
- **Preparing for Upcoming Events**
 - Holiday Parties
 - Children's Party – December 1, 2019
 - 2019 Adult party TBD
- **Miscellaneous**
 - Scott Brown continues to work with Digital Combustion reps to get program up and running
 - We will need to purchase a docking / charging station for iPad units
 - My email got hit with ransomware email, according to Scott Brown at LRS, we are fine
 - Working on completing Sexual Harassment, Discrimination and Diversity refresher briefing with all members of the department
 - Ordered new FF boots for 6 members whose structural FF boots need replaced
 - Working on submitting for reimbursement funds for T. Suhling Basic FF course through OSFM program
- **ASST. CHIEF OSBORNE REPORT**
 - ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed:
 - GRANTS
 - 2018 IMEA grant – close out completed

- 2018 AFG grant – application submitted
- 2018 FP&S grant – application submitted
- 2019 IPRF grant - application portal is still closed
- **PROJECTS**
 - Seeking bid(s) for replacement of Utility 1
 - Seeking bid(s) on improvements of public restrooms
- **Needed repairs of ambulances and/or apparatus equipment**
 - Fire Safety House needs extensive repairs
 - Ordered new Genesis Cutters from MES
 - 3F 29 went to Rush Truck Centers for a leaking water pump
 - 3F28 scheduled to go to Landmark Ford for oil leak on January 15
 - Repaired battery charger (installed new leads and clamps)
 - Batteries went bad in 3F27, replaced batteries
 - 3F28 drivers side compartment middle doors latch broke, ordered parts and repaired
- **Building repairs**
 - Robinson Concrete has the bid to repair concrete on the front drive
- **Reports submitted**
 - Submitted annual Health / Life Safety Inspection sheets to OSFM
- **CLOSED SESSION**
 - ❖ No closed session during meeting
- **ADJOURNMENT**
 - ❖ Motion to adjourn meeting at 1819 hours was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

Minutes by Office Manager Kashima Stotts