

CHATHAM FIRE PROTECTION DISTRICT  
 BOARD OF TRUSTEE MINUTES  
 February 26, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1736 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Perkins; Chief Schumer; Assistant Chief Osborne; FF/EMT Enstrom and Kashima Stotts
  - ❖ Trustee Mueller at a prior commitment

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open and closed session minutes of February 12, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Hughes and seconded by Trustee Perkins; motion passed.

Hughes      yes                      Mueller      absent                      Perkins      yes

- **TREASURERS REPORT**

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

	<u>02/12//2019</u>	<u>02/26/2019</u>
United Community Bank M/M	\$ 21,050.24	\$ 23,520.96
Bank & Trust M/M	\$ 998,824.35	\$ 915,071.86
Bank & Trust Pension	\$ 24,525.84	\$ 24,536.52
Bank & Trust Equipment Reserve Fund	\$ 436,887.44	\$ 436,977.21
Bank & Trust Real Estate Fund	\$ 144,547.89	\$ 144,577.59
Bank of Springfield CD Investment	\$ 504,659.80	\$ 504,659.80
Bank & Trust Death Benefit Supplement	\$ 19,654.04	\$ 19,657.27
Bank & Trust Foreign Fire Insurance Board	\$ 60,665.89	\$ 60,665.89
Bank & Trust Donations & Memorial Fund	\$ 1,170.79	\$ 1,256.06
Chatham Fire Department Volunteer Account	\$ 4,093.01	\$ 4,093.01

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

Hughes      yes                      Mueller      absent                      Perkins      yes

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ Discussion FF/EMT Enstrom
    - ✓ FF/EMT Enstrom is happy to be here

- **OLD BUSINESS:**

- ❖ Request to promote Probationary FF Joe Faloon to the rank of Firefighter as of March 13, 2019 was discussed, Trustee Perkins made a motion to promote Probationary Firefighter Faloon to the rank of Firefighter as of March 13, 2019 and was seconded by Trustee Hughes, motion passed.

Hughes            yes                            Mueller            absent                            Perkins            yes

- ❖ Request to promote Probationary Firefighter Justin Lex to the rank of Firefighter as of March 13, 2019 was discussed, Trustee Perkins made a motion to promote Probationary Firefighter Lex to the rank of Firefighter as of March 13, 2019 and was seconded by Trustee Hughes; motion passed.

Hughes            yes                            Mueller            absent                            Perkins            yes

- ❖ Request to promote Probationary Firefighter Max Yanor to the rank of Firefighter as of March 13, 2019 was discussed, Trustee Perkins made a motion to promote Probationary Firefighter Yanor to the rank of Firefighter as of March 13, 2019 and was seconded by Trustee Hughes; motion passed.

Hughes            yes                            Mueller            absent                            Perkins            yes

- **NEW BUSINESS:**

- ❖ Vendor List addition was discussed, Trustee Hughes made a motion to approve the Vendors list and was seconded by Trustee Perkins; motion passed

Hughes            yes                            Mueller            absent                            Perkins            yes

- ❖ Approval of polo design and color for October wear was discussed, Trustee Perkins made a motion to approve the design and color of the October wear polo and was seconded by Trustee Hughes; motion passed.

Hughes            yes                            Mueller            absent                            Perkins            yes

- ❖ Approval to place deep fryer up for sealed bids due by March 12, 2019 was discussed, Trustee Perkins made a motion to approve placing the deep fryer up for sealed bid to start with a minimum bid of \$100.00 and was seconded by Trustee Hughes; motion passed.

Hughes            yes                            Mueller            absent                            Perkins            yes

✓ Firefighter/EMT Enstrom let the meeting at 1752 hours

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Looking at dates for new hiring process
- ❖ Hill was absent during meeting so dates not decided

- **PENSION BOARD:**
  - ❖ Discussion Given by Assistant Chief Osborne
    - Actuarial report was presented
    - Discussion on getting an independent actuarial report done
  
- **FOREIGN FIRE INSURANCE BOARD:**
  - ❖ Discussion given by Chief Schumer
    - They will be having a special meeting on the laryngoscopes
      - ✓ Enstrom returned to the meeting at 1840 hours
  
- **CHIEF SCHUMER REPORT**
  - ❖ Trustee's accepted the Chief's semi-monthly report.
    - The following items were discussed:
      - **Apparatus Working Group**
        - 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**
        - Table banners and pop-up tent for recruiting efforts in the works of being obtained
        - Sending out letters to Prospective members to invite them to March 11, 2019
      - **FTE**
        - BOFC has not started new process for new list
        - BOFC asked me to get new hire dates together for them to review in March
      - **PTE**
        - None
      - **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
        - Milner will go to the academy March 4<sup>th</sup> through April 19<sup>th</sup>
        - Mrs Russow continues to work on teaching classes so she can be signed off as an instructor
      - **Safety Working Group**
        - Nothing to report
      - **Pre-Annexation Working Group**
        - Village will be working with Glenwood Lake residents as April gets closer
      - **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 – December 14, 2019 TRN Club
- **Miscellaneous**
  - Scott Brown continues to work with Digital Combustion reps to get program up and running
  - Working on completing Sexual Harassment, Discrimination and Diversity refresher briefing with all member of the department
  - Ordering more FF boots some over the next two weeks for about 5 members
  - Waitin on decision for funding from Kings Daughters for CPR manikins and AED trainers to assist in the AHATC needs
- **ASST. CHIEF OSBORNE REPORT**
  - ❖ Trustee's accepted the Chief's semi-monthly report.
    - The following items were discussed:
      - GRANTS
        - 2018 AFG grant – application submitted. (power cots & loading system)
        - 2019 IPRF grant - application submitted.(laptop computers & docking stations)
        - 2019 KDO grant – application submitted, (cpr manikins & aed trainers)
      - 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
        - Door latch has been ordered for 3F-29's side door from Foster Coach Transferred equipment from old 3F27 to the new 3F27 ambulance
      - **Building repairs**
        - Robinson Concrete has the bid to repair concrete on the front drive may completed in spring maybe
        - Arizona Tile and Dream makers have been called to look at remodeling the public restroom – Arizona Tile only does tile work would have to have someone else demo
      - **Reports submitted**
        - Submitted annual Health / Life Safety Inspection sheets to OSFM
- **CLOSED SESSION**
  - ❖ No closed session during meeting
- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1906 hours was made by Trustee Perkins and was seconded by Trustee Hughes; motion passed.

Hughes      yes

Mueller      yes

Perkins      yes

Minutes by Office Manager Kashima Stotts