

CHATHAM FIRE PROTECTION DISTRICT  
 BOARD OF TRUSTEE MINUTES  
 March 12, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1733 hours.

- **ROLL CALL**

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

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of February 26, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Perkins; motion passed.

Hughes	absent	Mueller	yes	Perkins	yes
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- **TREASURERS REPORT**

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

	<u>02/26//2019</u>	<u>03/12/2019</u>
United Community Bank M/M	\$ 23,520.96	\$ 84,205.11
Bank & Trust M/M	\$ 915,071.86	\$ 896,606.22
Bank & Trust Pension	\$ 24,536.52	\$ 26,994.38
Bank & Trust Equipment Reserve Fund	\$ 436,977.21	\$ 382,068.60
Bank & Trust Real Estate Fund	\$ 144,577.59	\$ 139,257.59
Bank of Springfield CD Investment	\$ 504,659.80	\$ 505,610.29
Bank & Trust Death Benefit Supplement	\$ 19,657.27	\$ 19,657.27
Bank & Trust Foreign Fire Insurance Board	\$ 60,665.89	\$ 60,665.89
Bank & Trust Donations & Memorial Fund	\$ 1,256.06	\$ 1,190.06
Chatham Fire Department Volunteer Account	\$ 4,093.01	\$ 4,093.01

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

Hughes	absent	Mueller	yes	Perkins	yes
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- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public discussion

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

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

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Sealed bids for Frymaster, bid(s) determined and discussed, Trustee Perkins approved the sale of the Frymaster to Lt. Bramley for \$125.00 and was seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Renewal of annual membership with the Chatham Area of Commerce, \$95.00 was discussed, Trustee Perkins made a motion out to renew the annual membership for \$95.00 and was seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Resolution 19-07 authorizing the Executive Committee of the Board of Directors of the IAFFPD as the Proxy for the Chatham Fire Protection District at the annual meeting of the membership of the association on June 28, 2019 was discussed, Trustee Perkins made a motion to approve Resolution 19-07 and was seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Requesting for training, Lt. Ryan Bramley, equivalency training for the IDPH Instructor 1 course, cost \$395.00, November 15, 2019 through November 17, 2019 was discussed, Trustee Mueller made a motion to approve training request for Lt. Bramley and was seconded by Trustee Perkins; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Request for training, Lt. Bolletta, Building Tomorrow's Leaders and Successors, March 23 and 24, tuition \$100.00, Amboy Illinois was discussed, Trustee Perkins made a motion to approve training for Lt. Bolletta and was seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Request for Training FFP Ryan Damhoff, FAE class at IFSI April 22, 2019 through April 26, 2019 in accordance with the CBA was discussed, Trustee Perkins made a motion to approve the training for FFP Damhoff and was seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Request for Training FFP Jeffery Bone, FAE class at IFSI April 22, 2019 through April 26, 2019 in accordance with the CBA was discussed, Trustee Perkins made a motion to approve training for FFP Bone and was seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Re-appointment of Assistant Chief Osborne to the Chatham Firefighters Pension Fund board was discussed, Trustee Perkins made a motion to re-appoint Assistant Chief Osborne to Pension Fund Board and was seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- ❖ Discussion re CEMA volunteer organization to be placed on our insurance policy as a named insured on the Chatham Fire Protection District Insurance policy was discussed and motion was made by Trustee Perkins to table and seconded by Trustee Mueller; motion passed.

Hughes          absent          Mueller          yes          Perkins          yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Setting up dates for this list

- **PENSION BOARD:**

- ❖ Discussion Given by Assistant Chief Osborne
  - Going to training in East Peoria May 1 and 2<sup>nd</sup>

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Schumer
  - Had special meeting last night and approved purchasing (2) two glidescopes

- **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
      - Review AC notes for apparatus issues over the past months
    - **Volunteer Working Group / Volunteer Updates**
      - Working with visaprint to finalize table cloth for recruitment and retention
      - Two of three candidates invited to show up at the meeting
      - Need to talk to DBOT in closed session re one of our Probationary candidates who is not fulfilling obligations

- **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**
  - One report of injury for Vrchota, no loss days
- **Pre-Annexation Working Group**
  - Working with the Village and representative from Glenwood Lake Estates homeowners association
- **Equipment and Miscellaneous Building Items**
  - In the process of purchasing new ICS system vests for ambulances and additional locations
- **Preparing for Upcoming Events**
  - Holiday Parties
    - EMS week May 19-25
    - Fill the Boot September 28, 2019, 0900-1300
    - Fire Prevention Week – October 8-10<sup>th</sup>
    - 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 submitting for reimbursement funds for T. Suhlings Basic FF course through OSFM program
  - Kings daughters turned down request for funding of CPR manikins and AED trainers
  - Received funding from the General Grand Chapter, Order of the Eastern Star to fund a pack of AED trainers
  - Lt. Bramley and FFP Vrchota attend a career day at LLCC today
- **ASST. CHIEF OSBORNE REPORT**
  - ❖ Trustee’s accepted the Chief’s semi-monthly report.
    - The following items were discussed:
      - GRANTS
        - 2018 AFG grant – at peer review stage

- 2019 IPRF grant - funds received and items ordered
    - 2019 KDO grant – grant was denied will seek other funding sources
  - **PROJECTS**
    - Seeking bid(s) for replacement of Utility 1 has been delivered
    - Seeking bid(s) on improvements of public restrooms
  - **Needed repairs of ambulances and/or apparatus equipment**
    - Fire Safety House needs extensive repairs
    - Grab handle installed on 3F27 & 3F28 rear door
    - 3F28 was serviced
    - Stryker base plate was replaced at Landmark Ford East
  - **Building repairs**
    - Robinson Concrete has the bid to repair concrete on the front drive may be 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 month Department of Natural Resource Monthly Fire Report
    - Submitted updated Sangamon County Ambulance Ordinance Quarterly Report
  - **Other**
    - Asking to be excused from April 9<sup>th</sup> Meeting to attend the Memorial Medical Centers EMS Conference night
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- **CLOSED SESSION**
    - ❖ Motion to go into Closed Session at 1833 hours to discuss Employment/Appointment matters in accordance with (5 ILCS 120/2) (c) (1) was made by Trustee Perkins and seconded by Trustee Mueller; motion passed.
 

Hughes	absent	Mueller	yes	Perkins	yes
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    - ❖ In attendance Trustee Mueller, Trustee Perkins, Chief Schumer, and Assistant Chief Osborne
      - Closed session started at 1834 hours.
      - Closed session ended at 1840 hours.
      - Returned to open session at 1844 hours
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- **ADJOURNMENT**
    - ❖ Motion to adjourn meeting at 1845 hours was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.
 

Hughes	absent	Mueller	yes	Perkins	yes
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Minutes by Office Manager Kashima Stotts