

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

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1735 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Mueller, Trustee Perkins; Chief Schumer; Assistant Chief Osborne, FF/EMT Faloon and Kashima Stotts

- ❖ Trustee Hughes at a prior commitment

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open and closed session minutes of March 26, 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 absent Mueller yes Perkins yes

- **TREASURERS REPORT**

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

| | <u>03/26//2019</u> | <u>04/09/2019</u> |
|-------------------------------------------|--------------------|-------------------|
| United Community Bank M/M | \$ 75,802.89 | \$ 109,642.03 |
| Bank & Trust M/M | \$ 816,897.69 | \$ 836,039.16 |
| Bank & Trust Pension | \$ 34,810.95 | \$ 38,812.48 |
| Bank & Trust Equipment Reserve Fund | \$ 383,047.14 | \$ 339,425.14 |
| Bank & Trust Real Estate Fund | \$ 140,874.81 | \$ 140,874.81 |
| Bank of Springfield CD Investment | \$ 505,610.29 | \$ 505,874.69 |
| Bank & Trust Death Benefit Supplement | \$ 19,660.29 | \$ 19,660.29 |
| Bank & Trust Foreign Fire Insurance Board | \$ 59,816.89 | \$ 59,816.89 |
| Bank & Trust Donations & Memorial Fund | \$ 2,368.85 | \$ 1,900.24 |
| Chatham Fire Department Volunteer Account | \$ 3,676.21 | \$ 3,676.21 |

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

Hughes absent Mueller yes Perkins yes

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public discussion

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List addition was discussed, Trustee Perkins made a motion to approve adding Delta Industries Inc. and was seconded by Trustee Mueller; motion passed.

Hughes absent Mueller yes Perkins yes

- ❖ SOG 617 Disciplinary Program updates were discussed, Trustee Perking made a motion to approve the update to SOG 617 and was seconded by Trustee Mueller; motion passed.

Hughes absent Mueller yes Perkins yes

- ❖ Over Door Hanging, Knox Box, purchase at \$254.00 each plus shipping, total \$1,337.00 was discussed, Trustee Perkins made a motion to approve the Over Door Hanging Knox Box purchase and was seconded by Trustee Mueller; motion passed.

Hughes absent Mueller yes Perkins yes

- ❖ CBA training request for James Follis, FAE, April 22-26 at IFSI was discussed, Trustee Perkins made a motion to approve training request for James Follis and was seconded by Trustee Mueller; motion passed.

Hughes absent Mueller yes Perkins yes

- ❖ Review of SUV purchase was discussed, Trustee Perkins made a motion to table the discussion and was seconded by Trustee Mueller; motion passed.

Hughes absent Mueller yes Perkins yes

✓ Trustee Hughes Joined meeting at 1802 hours

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Schumer
 - Meeting not until Tuesday

- **PENSION BOARD:**

- ❖ Discussion Given by Assistant Chief Osborne
 - Elections are coming up having a special meeting in April 16, 2019

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Schumer
 - No quorum

- **CHIEF SCHUMER REPORT**

- ❖ Trustee's accepted the Chief's semi-monthly report.

- The following items were discussed:
- **Apparatus Working Group**
 - Apparatus plan approved by DBOT
 - Striping and letter completed
 - I will have preliminary figures about SUV options and information from Mr. Sinclair for the DBOT to review and give further direction
- **Volunteer Working Group / Volunteer Updates**
 - Working with Vista print to finalize table cloth for recruitment and retention
 - Danny Leyva and Kyle Romadka are going through their prospective member requirements
- **FTE**
 - BOFC is beginning new hire process and one year date is coming up next month for the LT testing process
 - Approved Lieutenant's examination process vendor
 - BOFC is looking for monitor for the process for the District side
- **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 is at the academy from March 4 through April 19th
 - Sending a group to observe the night drill April 10th
 - Ms. 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**
 - Glenwood Lake Estates voted themselves into the Village of Chatham on April 2nd
 - We will begin working with other property owner to go east to Ball School and south on Palm
- **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 8-10th
 - 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
- Ordered FF boots are delayed
- Waiting on reimbursement funds for T. Suhlings Basic FF course through OSFM program
- Working on completion of disciplinary policy changes per attorneys recommendations
- Working on sharing ambulance stats with Mike Crews to include some general revenue

- **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 - all items have been received

- PROJECTS

- Seeking bid(s) on improvements of public restrooms

- **Needed repairs of ambulances and/or apparatus equipment**

- Fire Safety House needs extensive repairs
- New Utility Truck goes to Chanam Graphics on Tuesday, April 2
- A quote was requested for lighting and radio transfer on the new utility truck
- Engine 3 went to Banner Fire on Monday, April 1st for check engine light also needs 24 foot extension ladder halyards

- **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

- **Other**

- I will mill the April 9th Meeting to attend the Memorial Medical Centers EMS Conference night

- **CLOSED SESSION**

- ❖ Motion to go into Closed Session at 1803 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.

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|--------|--------|---------|-----|---------|-----|
| Hughes | absent | Mueller | yes | Perkins | yes |
|--------|--------|---------|-----|---------|-----|

- ❖ In attendance Trustee Mueller, and Trustee Perkins

- Closed session started at 1804 hours.
- Closed session ended at 1812 hours.

- Returned to open session at 1817 hours
- ❖ Returned back to closed session at 1832 hours
- ❖ In attendance were Trustee Mueller, Perkins, Chief Schumer, and Kashima
- ❖ Returned to open session at 1845 hours
- ❖ In attendance were Trustee Mueller, Perkins, Chief Schumer and Kashima
- **ADJOURNMENT**
- ❖ Motion to adjourn meeting at 1847 hours was made by Trustee Perkins and was seconded by Trustee Mueller; motion passed.

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