

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 May 14, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1732 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Perkins; Trustee Mueller; Chief Schumer; Assistant Chief Osborne, FF Bell and Greg Steffen from Compass Insurance.

- ❖ None

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of April 23, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- **TREASURERS REPORT**

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

	<u>04/23//2019</u>	<u>05/14/2019</u>
United Community Bank M/M	\$ 60,081.56	\$ 17,054.50
Bank & Trust M/M	\$ 698,282.82	\$ 687,566.76
Bank & Trust Pension	\$ 42,830.29	\$ 42,830.29
Bank & Trust Equipment Reserve Fund	\$ 339,505.74	\$ 339,505.74
Bank & Trust Real Estate Fund	\$ 140,906.65	\$ 140,906.65
Bank of Springfield CD Investment	\$ 505,874.69	\$ 507,084.91
Bank & Trust Death Benefit Supplement	\$ 19,663.84	\$ 19,663.84
Bank & Trust Foreign Fire Insurance Board	\$ 59,816.89	\$ 59,816.89
Bank & Trust Donations & Memorial Fund	\$ 1,858.01	\$ 1,788.04
Chatham Fire Department Volunteer Account	\$ 3,676.21	\$ 5,891.26

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

Hughes yes Mueller yes Perkins yes

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public discussion

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List addition was discussed, no new additions at this time.

- ❖ Sangamon County Tax Bill, 2018 payable 2019 in the amount of \$266.50 for parcel 29-09.0-400-034 was discussed, Trustee Perkins made a motion to approve Sangamon County Tax Bill in the amount of \$266.50 and e3 was seconded by Trustee Hughes; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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- ❖ Sangamon County Fire Chief Association dues for 2019 in the amount of \$90.00 was discussed, Trustee Hughes made a motion to pay the 2019 dues for the Sangamon County Fire Chiefs Association and was seconded by Trustee Mueller; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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- ❖ Sam's Club membership renewal for five memberships at a cost of \$300.00 for May 22, 2019 through May 21, 2020 was discussed, Trustee Mueller made a motion to renew five Sam's Club memberships at a cost of \$300.00 and was seconded by Trustee Perkins; motion passed

Hughes	yes	Mueller	yes	Perkins	yes
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- ❖ Local Government Health Plan Intergovernmental Cooperation Agreement between the State of Illinois, Department of Central Management Services and the Chatham Community Fire Protection District for FY20: July 1, 2019 through June 30, 2020 was discussed, Trustee Perkins made a motion to renew the agreement with the Local Government Health Plan and was seconded by Trustee Mueller; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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- ❖ Request for \$1,750.00 to share in Chatham Fire Protection Districts Firefighter Pension Fund audit from Nyhart to be completed after May 31, 2019 was discussed, Trustee Mueller made a motion to approve the request for \$1,750.00 to Nyhart and Associates for the actuarial audit and was seconded by Trustee Perkins; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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- ❖ Request to sell used, 2007, Sterling / Horton ambulance to Heartland Wheels was discussed, Trustee Hughes made a motion to approve the sale of the 2007 Sterling / Horton ambulance for the amount of \$8,200.00 and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- **BOARD OF FIRE COMMISSIONERS:**
 - ❖ Discussion given by Chief Schumer
 - Confirmed dates to continue the Lieutenants process
 - Testing price depend on the number of applicants

- **PENSION BOARD:**
 - ❖ Discussion Given by Assistant Chief Osborne
 - Completed 16 hours of continuing education
 - Time to supply information to State of Illinois Department of Insurance

- **FOREIGN FIRE INSURANCE BOARD:**
 - ❖ Discussion given by Chief Schumer
 - Met tonight and approved payment for pink polo shirts

- **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
 - Utility Truck 1 = Working on radio and light install with vendors.
 - Next meeting TBD
 - Review AC's notes for apparatus issues over the past month
 - CMS informed Miles Chevrolet that a new bid process was being performed and that the award they thought they received is invalidated. They are resubmitting bids and will have to see what the outcome is.
 - **Volunteer Working Group / Volunteer Updates**
 - Working with Vista print to finalize table cloth for recruitment and retention
 - Pop up tent for recruiting efforts in the works
 - 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, confirming testing dates
 - BOFC is looking for monitor for the process for the District side, Amy Byers has agreed to a monitor for the process
 - **PTE**
 - None
 - **Personnel Issues**
 - Driving Program

- Developed and distributed to 5 members who will work through the program
 - Program contains all learning we presently perform with the addition of a practical evaluation of the learned items
 - Milner beginning his Probationary process to include familiarization of rigs, equipment, station processes and procedures
 - Kashima is on military order this week
- **Safety Working Group**
 - Nothing to report
- **Pre-Annexation Working Group**
 - We will begin working with other property owner to go east to Ball School and south on Palm
 - Met with Pat yesterday to discuss properties, we will assist the VOC in contacting property owners over the next couple of weeks
- **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
 - Waiting on reimbursement funds for T. Suhlings Basic FF course through OSFM program, at best only a small percentage will be refunded
 - Working with Banner Fire on ordering commendation bars
 - Working with Lt. Bolletta and DC Rose on active shooter guideline for response guidelines to incidents occurring in our district
 - Working with Chief Foli on guideline on how to use CEMAV members
 - Ordered gear for Milner
 - Only one or two members still need to transition into new structural FF boots.
- **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
 - PROJECTS
 - Seeking bid(s) on improvements of public restrooms

- **Needed repairs of ambulances and/or apparatus equipment**
 - Fire Safety House needs extensive repairs
 - Waiting on misc. parts (console, lighting, etc.) for new Utility Truck
 - Engine 3 ac has been repaired
 - 3F27, Brush 1, Brush 2, Utility 1 and Utility 4 had oil changes
- **Building repairs**
 - Need to schedule time to go to Dream Makers for remodeling the public restrooms
- **Reports submitted**
 - Completed registration for Grants.Gov, for access to the new for access to the new SIREN grant
- **Other**
 - Received two bids for old 3F27. It is currently on EBay to see what kind of offers can be obtained from the website. No bids were placed

- **CLOSED SESSION**
 - ❖ Motion to go into Closed Session at 1834 hours to discuss Employment/Appointment matters in accordance with (5 ILCS 120/2) (c) (1) was made by Trustee Mueller and seconded by Trustee Perkins; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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 - ❖ In attendance Trustee Hughes, Trustee Mueller, Trustee Perkins
 - Closed session started at 1835 hours.
 - Closed session ended at 1925 hours.
 - Returned to open session at 1925 hours

- **ADJOURNMENT**
 - ❖ Motion to adjourn meeting at 1927 hours was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.

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