

CHATHAM FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEE MINUTES  
May 28, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1733 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Perkins; Chief Schumer; Assistant Chief Osborne, FF/EMT Schroeder and Kashima Stotts.

- ❖ Trustee Mueller at a prior commitment

- **RE-ORGANIZE BOARD**

- ❖ Correspondence from Sangamon County Board was discussed, the Board approved to renew Trustee Mueller for another 3 year term on the District Board of Trustees.

- ❖ President of the Board nominations were discussed, Trustee Perkins nominated Trustee Hughes to the position of President and was seconded by Trustee Hughes; motion passed.

Hughes	yes	Mueller	absent	Perkins	yes
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- ❖ Secretary of the Board nominations were discussed, Trustee Hughes nominated Trustee Perkins to the position of Secretary of the board and was seconded by Trustee Perkins; motion passed.

Hughes	yes	Mueller	absent	Perkins	yes
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- ❖ Treasurer of the Board nominations were discussed, Trustee Hughes nominated Trustee Mueller to the position of Treasurer of the board and was seconded by Trustee Perkins; motion passed.

Hughes	yes	Mueller	absent	Perkins	yes
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- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of May 14, 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
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- ❖ Closed session minutes of May 14, 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
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- **TREASURERS REPORT**

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

	<u>05/14//2019</u>	<u>05/28/2019</u>
United Community Bank M/M	\$ 17,054.50	\$ 39,674.73
Bank & Trust M/M	\$ 687,566.76	\$ 648,703.38
Bank & Trust Pension	\$ 42,830.29	\$ 53,576.61
Bank & Trust Equipment Reserve Fund	\$ 339,505.74	\$ 339,570.85
Bank & Trust Real Estate Fund	\$ 140,906.65	\$ 140,933.67
Bank of Springfield CD Investment	\$ 507,084.91	\$ 507,084.91
Bank & Trust Death Benefit Supplement	\$ 19,663.84	\$ 19,666.86
Bank & Trust Foreign Fire Insurance Board	\$ 59,816.89	\$ 59,816.89
Bank & Trust Donations & Memorial Fund	\$ 1,788.04	\$ 1,719.12
Chatham Fire Department Volunteer Account	\$ 5,891.26	\$ 5,891.26

- ❖ 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:**

- ❖ No public discussion

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List addition was discussed, Trustee Perkins made a motion to add Verathon to the vendors list and was seconded by Trustee Hughes; motion passed.

Hughes        yes                    Mueller        absent                    Perkins        yes

- ❖ Liability coverage, AD&S coverage, Life Insurance review and selection of carrier for 2019-2020 fiscal year were discussed, Trustee Perkins made a motion to approve the 2019-2020 carrier coverage and was seconded by Trustee Hughes; motion passed.

Hughes        yes                    Mueller        absent                    Perkins        yes

- ❖ Agent of Record change for Illinois public Risk Fund, Workers Compensation carrier was discussed, Trustee Hughes made a motion to approve the change of agent and was seconded by Trustee Perkins; motion passed.

Hughes        yes                    Mueller        absent                    Perkins        yes

- ❖ SOG 607, CFPD Outstanding Citizenship Recognition Awards Manual updated was discussed, Trustee Hughes made a motion to approve the update to SOG 607 and was seconded by Trustee Perkins; motion passed.

Hughes            yes                            Mueller            absent                            Perkins            yes

- ❖ Joe Bolletta request for pay to attend training, “The Team Physician, In Game Decision Making”, July 24, 2019 was discussed, no action taken.

- ❖ Request for retirement from FF Kevin Bell effective June 1, 2019 was discussed, Trustee Hughes made a motion to accept the retirement request from FF Kevin Bell and was seconded by Trustee Perkins; motion passed.

Hughes            yes                            Mueller            absent                            Perkins            yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Schumer
  - Finalized dates and application
  - Will be starting the Lieutenants process

- **PENSION BOARD:**

- ❖ Discussion Given by Assistant Chief Osborne
  - Will be having a special meeting next week to pay bill from the state
  - Nyhart will send a list of items they will need or want for the actuarial audit

- **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**
      - Danny Leyva and Kyle Romadka are going through their prospective member requirements
    - **Recruitment and Retention**

- Tablecloth for recruitment and retention events and tables ordered and awaiting delivery this week
- Working with 4Imprints on pop up tent design for recruiting efforts
- Placed order for commendation bars to bring everyone in line with new SOG
- **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 Wednesday through Friday
- **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**
  - Working on soliciting bids for new phone system for building, which is budgeted
- **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**
  - Reviewing the need for purchasing carbineers, pulleys and rope for E-3
  - Reviewing the need for purchasing a set of irons for Truck 1

- 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 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 – waiting for an award announcement
    - 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 extrication hydraulic reels and tools to be serviced
      - 3F28 going to Foster Coach – leaking hydraulic oil and to look at the horn and key issues
    - **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**

- ❖ No closed session held during meeting

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 1830 hours was made by Trustee Perkins and was seconded by Trustee Hughes; motion passed.

Hughes            yes                    Mueller            absent                    Perkins            yes

Minutes by Office Manager Kashima Stotts