

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 June 25, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1748 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Mueller, Trustee Perkins; Chief Schumer; Assistant Chief Osborne; and Lt. Bolletta

- ❖ None

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open and closed session minutes of June 11, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Hughes and seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins absent

- **TREASURERS REPORT**

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

	<u>06/11//2019</u>	<u>06/24/2019</u>
United Community Bank M/M	\$ 26,761.46	\$ 35,191.86
Bank & Trust M/M	\$ 627,018.59	\$ 1,370,284.54
Bank & Trust Pension	\$ 59,816.89	\$ 61,944.83
Bank & Trust Equipment Reserve Fund	\$ 339,570.85	\$ 339,642.95
Bank & Trust Real Estate Fund	\$ 140,933.67	\$ 140,933.67
Bank of Springfield CD Investment	\$ 507,467.58	\$ 507,467.58
Bank & Trust Death Benefit Supplement	\$ 19,666.86	\$ 19,670.20
Bank & Trust Foreign Fire Insurance Board	\$ 59,816.89	\$ 59,816.89
Bank & Trust Donations & Memorial Fund	\$ 1,719.12	\$ 1,631.73
Chatham Fire Department Volunteer Account	\$ 5,891.26	\$ 5,772.00

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

Hughes yes Mueller yes Perkins absent

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public discussion

- **OLD BUSINESS:**

- ❖ Sale of Utility – 1. Send out to firefighters first. Minimum bid \$3,800.00 for truck and snow plow

- **NEW BUSINESS:**

- ❖ Vendor List addition was discussed, Trustee Mueller made a motion to approve the vendors list was seconded by Trustee Hughes; motion passed.

Hughes yes Mueller yes Perkins absent

⇒ Trustee Perkins arrived at 1830 hours

- ❖ Tentative Budget calculations for review and approval for Jim Sinclair were discussed.

- ❖ Individual employment contract for Division Chief Bill Rose, June 1, 2019 through May 31, 2022 was discussed, Trustee Mueller made a motion to approve Division Chief Rose’s employment contract and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Individual employment contract for Assistant Chief Bruce Osborne, June 1, 2019 through April 26, 2022 was discussed, Trustee Perkins made a motion to approve Assistant Chief Osborne’s contract and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Individual employment contract for Fire Chief Philip Schumer, June 1, 2019 through May 31, 2022 was discussed, Trustee Mueller made a motion to approve Chief Schumer’s contract and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Discussion of health care options

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Schumer.
 - Discussed that BOFC rules weren’t passed at last meeting
 - Commissioner Sullivan had not read them yet and Commissioner Hill was absent

- **PENSION BOARD:**

- ❖ Discussion given by Assistant Chief Osborne.
 - Meeting July 3, 2019

- **FOREIGN FIRE INSURANCE BOARD:**
 - ❖ Discussion given by Chief Schumer.
 - Meeting next month

- **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
 - Next meeting TBD
 - Review AC's notes for apparatus issues over the past month.
 - Awaiting Heartland Wheels deadline expired for completing the sale of ambulance.
 - Utility Truck 1 has been completed
 - See additional apparatus repairs and changes in AC report
 - **Volunteer Working Group / Volunteer Updates**
 - Danny Leyva and Kyle Romadka are going through their prospective member requirements.
 - Harris and Burkwald are about to compete their probationary requirements
 - Bell retirement award ordered
 - Lt. Wilson officially resigned effective June 30, 2019
 - **Recruitment and Retention**
 - Working with 4Imprints on pop up tent design for recruiting efforts.
 - Placed order for commendation bars to bring everyone in line with new SOG.
 - Will work with deployed members for input on deployment commendation bar for Hardin
 - **BOFC**
 - BOFC is beginning new hire process
 - Lieutenant's promotional examination process opened up June 10, 2019, applications were sent electronic
 - Working with RMA on required reading information for examination of Lieutenant Candidates.
 - BOFC is looking for monitor for the process for the District side, Amy Byers has agreed to a monitor for the process.
 - **PTE**
 - Ms. Russow continues to work on teaching classes so that she can be signed off as an instructor.
 - Jamie's 6-month mark is coming July 7: Performance evaluation will be completed by Kashima and I
 - **Personnel Issues**
 - Driving Program
 - Developed and distributed to five members who will work through the program.

- Milner and Suhling continue their probationary process
- Kashima is on military orders this week
- I am requesting to have a joint promotional and retirement ceremony on August 27th
- **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.
- **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 – items are being distributed
 - 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**
 - 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
 - Last week we received over \$1,100.00 from OSFM as reimbursement funds for T. Suhling’s Basic FF course through OSFM
 - 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.
 - MABAS Deployment
 - Have deployed several members along with Springfield, Sherman and Rochester FD members to Hardin since Tuesday, June 4th
 - They are projecting the deployment to go through Thursday morning
 - MABAS division exec board has made the decision to pull out of the deployment rotation after that date

- **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
- 2019 IMEA grant – are you interested in applying for cost share grant to replace interior lighting to LED

- PROJECTS

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

- Fire Safety House needs extensive repairs
- Strip radio, siren & light bar from Utility 1 to use for Utility Truck 1
- Lighting radio and siren installed on Utility Truck 1
- 3F28 went to Foster Coach to have Liquid Spring on right rear replaced
- Engine 3 Genesis Extrication tools were serviced by MES
- MES took hydraulic line off reel of Engine 3 to find correct snap fitting
- Repair brow light on Engine 3
- Command 1’s broken light bar to be replaced
- Utility 1 had electrical issues, found grounding problem
- July begins pump testing and apparatus service on apparatus

- **Building repairs**

- Need to schedule time to go to Dream Makers for remodeling the public restrooms.

- **Reports submitted**

- Completed quarterly ambulance report and submitted to Sangamon County.
- Completed mandatory “SAM” update for FEMA
- Completed mandatory “DUNS” confirmation for FEMA

- **Other**

- Received two bids for old 3F27. It is currently on e-bay to see what kind of offers can be obtained from the website. No bids were placed
- Contacted Miles Chevrolet and they were awarded the state joint purchasing contract for the Tahoe again.

- **CLOSED SESSION**

- No closed session

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 1912 hours was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

Minutes by Assistant Chief Osborne