

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 July 09, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1738 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Mueller, Trustee Perkins; Chief Schumer; Assistant Chief Osborne; Lt. Bramley, Lt. Bolletta; FF/EMT Gerberding, FF/EMT Faloon and Joey Samuelson of Compass Insurance Partners

- ❖ None

- **PRESENTATION & REVIEW OF CFPD HEALTH INSURANCE COVERAGE**

- ❖ Joey Samuelson from Compass Insurance Partners presented information on medical, dental and vision coverage for the eligible district employees

- ❖ Review and discussion of present insurance coverage

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of June 25, 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 yes Mueller yes Perkins yes

- **TREASURERS REPORT**

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

	<u>06/24//2019</u>	<u>07/05/2019</u>
United Community Bank M/M	\$ 35,191.86	\$ 43,190.71
Bank & Trust M/M	\$ 1,370,284.54	\$ 1,290,456.40
Bank & Trust Pension	\$ 61,944.83	\$ 64,475.84
Bank & Trust Equipment Reserve Fund	\$ 339,642.95	\$ 347,642.95
Bank & Trust Real Estate Fund	\$ 140,933.67	\$ 140,963.59
Bank of Springfield CD Investment	\$ 507,467.58	\$ 507,467.58
Bank & Trust Death Benefit Supplement	\$ 19,670.20	\$ 19,670.20
Bank & Trust Foreign Fire Insurance Board	\$ 59,816.89	\$ 59,551.90
Bank & Trust Donations & Memorial Fund	\$ 1,631.73	\$ 1,606.26
Chatham Fire Department Volunteer Account	\$ 5,772.00	\$ 5,772.00

- ❖ Motion was made to pay the bill by Trustee Mueller 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 changes presented at meeting

- ❖ Tentative Budget and Appropriation Ordinance of the Chatham Community Fire Protection District for the Fiscal Year June 1, 2019 through May 31, 2020 was discussed, Trustee Mueller made a motion to approve the Tentative Budget and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Sealed bids for 2000 Chevrolet, 2500, pickup truck were discussed, Trustees received no sealed bids they will try to sell to public

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Schumer.

- Meet tomorrow night to review Lieutenants packets

- **PENSION BOARD:**

- ❖ Discussion given by Assistant Chief Osborne.

- Nothing new to report

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Schumer.

- Nothing new to report, we meet next week

- **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
- Miles Chevrolet has been awarded the state bid for Tahoe
- Arrow Ambulance purchased our old ambulance
- Utility1, Chevrolet 2500 pickup was placed up for bid last week, no bids received
- See additional apparatus repairs and changes in AC report

- **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.
- Design of 2019 Hardin commendation bar complete
- **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 and Bob Marfell have agreed to a monitor for the process.
- **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 vacation this week
 - I am requesting to have a joint promotional and retirement ceremony on August 27th
- **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 7th
 - Detailed Kashima to start completing evaluation on Jamie next 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.
- **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 – only 5 individuals have not picked up items
 - 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
 - Working on completing Force Account Labor Summaries and Force Account Equipment Summary records for reimbursement of salaries and equipment repairs and fuel, should be submitted late July
 - After action review of deployment with members is needed, so that we discuss lessons learned
- **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 – moving forward with bids for led lighting
 - 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
 - 3F29 was towed to Rush Truck Centers after it broke down in Hardin
 - The MAKO air compressor had it annual service
 - **Building repairs**
 - Need to schedule time to go to Dream Makers for remodeling the public restrooms.
 - B&B Electric was at the firehouse to give us a quote on LED lighting in the building

- **Reports submitted**
 - Completed quarterly ambulance report and submitted to Sangamon County.
 - Completed mandatory “SAM” update for FEMA
 - Completed mandatory “DUNS” confirmation for FEMA
- **Other**
 - Arrow Ambulance in Iowa has picked up old 3F27
 - Contacted Miles Chevrolet and they were awarded the state joint purchasing contract for the Tahoe again.

- **CLOSED SESSION**

- Motion to go into Closed Session at 1806 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 yes Mueller yes Perkins yes

- ❖ In attendance Trustee Hughes, Trustee Mueller, Trustee Perkins, Chief Schumer, Assistant Chief Osborne, Lt. Bolletta FF/EMT Gerberding

- Closed session started at 1810 hours.
- Closed session ended at 1843 hours.
- Returned to open session at 1848 hours

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 1850 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