

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 July 23, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1738 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Mueller; Chief Schumer; FF/EMT Gerberding, Enstrom and Office Manager Kashima Stotts

- ❖ Absent: Perkins was attending a prior commitment

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open and closed session minutes of July 09, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Mueller and seconded by Trustee Hughes; motion passed.

Hughes yes Mueller yes Perkins absent

- **TREASURERS REPORT**

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

	<u>07/05//2019</u>	<u>07/23/2019</u>
United Community Bank M/M	\$ 43,190.71	\$ 33,007.03
Bank & Trust M/M	\$ 1,290,456.40	\$ 1,476,932.14
Bank & Trust Pension	\$ 64,475.84	\$ 68,595.12
Bank & Trust Equipment Reserve Fund	\$ 347,642.95	\$ 350,336.12
Bank & Trust Real Estate Fund	\$ 140,963.59	\$ 140,994.49
Bank of Springfield CD Investment	\$ 507,467.58	\$ 508,928.36
Bank & Trust Death Benefit Supplement	\$ 19,670.20	\$ 19,673.65
Bank & Trust Foreign Fire Insurance Board	\$ 59,551.90	\$ 59,551.90
Bank & Trust Donations & Memorial Fund	\$ 1,606.26	\$ 1,793.05
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 Hughes; motion passed.

Hughes yes Mueller yes Perkins absent

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ Comment by FF/EMT Gerberding “doing a fantastic job keep paychecks coming”

- ❖ Comment by FF/EMT Enstrom “Thankful to be here on 3F27”

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List addition was discussed, no new changes presented at meeting
- ❖ Tom Wilson application for the position of Paid on Call Paramedic effective July 1, 2019 was discussed, Trustee Mueller made a motion to accept the application for Paid on Call Paramedic effective July 1, 2019 for Tom Wilson and was seconded by Trustee Hughes; motion passed.

Hughes yes Mueller yes Perkins absent

- FF/EMT Enstrom left meeting at 1745 hours

- ❖ Hardin 2019 Flood Commendation bar design and purchase was discussed, Trustee Mueller made a motion to approve the purchase, design and color for the Hardin 2019 commendation bar and was seconded by Trustee Hughes; motion passed.

Hughes yes Mueller yes Perkins absent

- ❖ Acceptance of insurance proposal from Compass Insurance Partners from Joey Samuelson for medical, vision and dental coverages for full-time department members was discussed, Trustee Hughes made a motion to table insurance proposal and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins absent

- ❖ Authorization to provide 60 day written notice of termination to Local Government Health Care Plan was discussed, Trustee Hughes made a motion to table 60 day notice and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins absent

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Schumer.
 - Meet tomorrow night, special meeting on July 24, 2019
 - Mandatory orientation on July 24, 2019 for the candidates following the special meeting

- **PENSION BOARD:**

- ❖ Discussion given by Chief Schumer
 - Have not met, no changes since last meeting

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Schumer.

- Have not met no changes since last meeting
- **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 presented at meeting
 - **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 has 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
 - I am requesting to have a joint promotional and retirement ceremony on August 27th
 - Bell retirement award received
 - **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
 - 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
 - OSFM audit was complete
 - 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
 - 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
 - Engine 2 pump test and air conditioner repair completed with Banner
 - Brush 2 turret on from repaired in station
 - July begins pump testing
 - **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**
 - Nothing to submit
- **Other**
 - 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 1814 hours to discuss Employment/Appointment matters in accordance with (5 ILCS 120/2) (c) (1) was made by Trustee Hughes and seconded by Trustee Mueller; motion passed.

Hughes	yes	Mueller	yes	Perkins	absent
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- ❖ In attendance Trustee Hughes, Trustee Mueller, Chief Schumer and Office Manager Kashima Stotts
 - Closed session started at 1815 hours.
 - Closed session ended at 1900 hours.
 - Returned to open session at 1902 hours
- ❖ Reviewed closed session minutes, we will not be changing the status of the minutes all closed session minutes will remain closed at this time.

- **ADJOURNMENT**
 - ❖ Motion to adjourn meeting at 1904 hours was made by Trustee Mueller and was seconded by Trustee Hughes; motion passed.

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