

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 August 13, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1740 hours.

- **ROLL CALL**

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

- ❖ Absent: none

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open and closed session minutes of July 23, 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 Perkins and Trustee Hughes accepted treasurer's report.

	<u>07/23//2019</u>	<u>08/13/2019</u>
United Community Bank M/M	\$ 33,007.03	\$ 6,169.11
Bank & Trust M/M	\$ 1,476,932.14	\$ 1,371,954.84
Bank & Trust Pension	\$ 68,595.12	\$ 72,598.54
Bank & Trust Equipment Reserve Fund	\$ 350,336.12	\$ 358,336.12
Bank & Trust Real Estate Fund	\$ 140,994.49	\$ 140,994.49
Bank of Springfield CD Investment	\$ 508,928.36	\$ 513,370.67
Bank & Trust Death Benefit Supplement	\$ 19,673.65	\$ 19,673.65
Bank & Trust Foreign Fire Insurance Board	\$ 59,551.90	\$ 59,551.90
Bank & Trust Donations & Memorial Fund	\$ 1,793.05	\$ 1,673.22
Chatham Fire Department Volunteer Account	\$ 5,772.00	\$ 7,862.58

- ❖ 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:**

- ❖ Discussion by FF/EMT Gerberding regarding shift coverage for the Lieutenants process

- **OLD BUSINESS:**

❖ No old business

• **NEW BUSINESS:**

❖ Vendor List addition was discussed, Trustee Muller made a motion to approve the Vendors List and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

❖ Dan Holden re-appointment to the Board of Fire Commissioners through May 31, 2022 was discussed, Trustee Perkins made a motion to re-appoint Commissioner Holden and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

❖ Probationary member Kyle Burkwald promotion to the rank of Firefighter effect August 27, 2019 was discussed, Trustee Perkins made a motion to promote Probationary Firefighter Burkwald effective August 27, 2019 and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

❖ Probationary member Brandon Harris promotion to the rank of Firefighter/EMT effective August 27, 2019 was discussed, Trustee Perkins made a motion to promote Brandon Harris to the rank of Firefighter/EMT effective August 27, 2019 and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

❖ Probationary member Todd Suhling promotion to the rank of Firefighter /EMT effective August 27, 2019 was discussed, Trustee Perkins made a motion to promote Todd Suhling to the rank of Firefighter/EMT effective August 27, 2019 and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

❖ Illinois Fire Service Administrative Professionals membership application, \$45.00/annual was discussed, Trustee Mueller made a motion to approve the Illinois Fire Service Administrative membership and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

❖ Acceptance of insurance proposal from Compass Insurance Partners from Joey Samuelson for medical, vision and dental coverages for fulltime department members was discussed, Trustee Perkins made a motion to accept the insurance proposal from Compass Insurance and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

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

Hughes yes Mueller yes Perkins yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Assistant Chief Osborne.
 - Working on Lieutenants process

- **PENSION BOARD:**

- ❖ Discussion given by Assistant Chief Osborne
 - Have not met will be meeting again September 4, 2019

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Assistant Chief Osborne
 - 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
 - AC Osborne has obtained figures for Chevrolet Tahoe and the For Explorer to have comparison pricing available
 - Utility 1 Chevy pickup was sold for \$8,000.00 to an individual off ebay
 - **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.
 - Commendation bars will be distributed at the August 27, 2019 ceremony to those in attendance
 - **BOFC**
 - BOFC is beginning new hire process
 - Lieutenant's promotional examination process next step is oral interviews on August 19, 2019
 - Established reading list with RMA on required reading information for examination of Lieutenant Candidates.
 - Reviewing assessment center stations and gathering needed information for accessors
 - **Personnel Issues**
 - Driving Program

- Developed and distributed to five members who will work through the program.
 - Milner and Suhling continue their probationary process
 - Joint promotional and retirement ceremonies August 27, 2019
 - Romadka will remain on prospective member status due to medical condition
 - Daniel Leyva on agenda to be promoted to Probationary Firefighter
- **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
 - Scheduled evaluation for August 19, 2019 for Ms. Russow
- **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**
 - School fire drills beginning at the end of the month. School inspections with ROE beginning in September
 - 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
- 3F28's batteries went dead, replaced in house
- 3F28 scheduled for service on Aug 15, 2019
- Command 1 scheduled for service on Aug 15, 2019
- August will continue pump testing and apparatus 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 Federal and State Surplus Property applications and submitted on August 6, 2019
- Completed the required annual Systems for Awards Management (SAM) report on August 8, 2019

- **Other**

- 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 1820 hours was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

Minutes by Office Manager Kashima Stotts