

CHATHAM FIRE PROTECTION DISTRICT  
 BOARD OF TRUSTEE MINUTES  
 August 27, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1740 hours.

- **PROMOTIONAL AND RETIREMENT CEREMONIES**

- ❖ Kyle Burkwald, Todd Suhling, and Brandon Harris to the rank of Firefighter and Firefighter/EMT
  - ❖ Retirement Kevin Bell retirement after 25 years of service

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Mueller, Perkins; Chief Schumer; Assistant Chief Osborne; Dvision Chief Rose; Lt. Bolletta, Kissel; FF/EMT Baker, Jacobs, Vrchota, Faloon; Probationary Fire Fighter Milner, Suhling, Harris, Burkwald; Chaplain Volkert; Family and Friends and Office Manager Kashima Stotts.

- ❖ Ceremony ended at 1811 hours
  - ❖ Refreshments followed ceremony for friends and family members
  - ❖ Meeting resumed at 1902 hours

- **ROLL CALL**

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

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of August 13, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Mueller; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- **TREASURERS REPORT**

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

	08/13//2019	08/27/2019
United Community Bank M/M	\$ 66,169.11	\$ 60,029.70
Bank & Trust M/M	\$ 1,371,954.84	\$ 1,318,236.93
Bank & Trust Pension	\$ 72,598.54	\$ 76,724.24
Bank & Trust Equipment Reserve Fund	\$ 358,336.12	\$ 358,436.52
Bank & Trust Real Estate Fund	\$ 140,994.49	\$ 141,022.50
Bank of Springfield CD Investment	\$ 513,370.67	\$ 513,370.67
Bank & Trust Death Benefit Supplement	\$ 19,673.65	\$ 19,676.78
Bank & Trust Foreign Fire Insurance Board	\$ 59,551.90	\$ 59,551.90

Bank & Trust Donations & Memorial Fund	\$	1,673.22	\$	1,567.59
Chatham Fire Department Volunteer Account	\$	7,862.58	\$	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
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• **PUBLIC COMMENTS AND CONCERNS:**

❖ No public comment

• **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
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❖ Illinois Municipal Electric Agency grant L lighting project, vendor Jay Watts Electric, Inc. for \$12,190.00 with CFPD responsible for portion of \$8,384.50 was discussed, Trustee Mueller made a motion to approve the quote for LED lighting from Jay Watts Electric and was seconded by Trustee Perkins; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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❖ An ordinance amending charges and fees for emergency ambulance service for Chatham Community Fire Protection District, 19-CFPD-03 was discussed; Trustee Perkins made a motion to approve Ordinance 19-CFPD-03 and was seconded by Trustee Mueller; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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❖ Correspondence to Board of Fire Commissioners providing performance evaluation information for candidates of Lieutenant's process were discussed, commissioner Muller made a motion to accept the correspondence from the Board of Fire Commissioners and was seconded by Trustee Hughes; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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• **BOARD OF FIRE COMMISSIONERS:**

❖ Discussion given by Assistant Chief Osborne.

- Working on Lieutenants process

• **PENSION BOARD:**

❖ Discussion given by Assistant Chief Osborne

- Conference call next Thursday regarding Audit
- **FOREIGN FIRE INSURANCE BOARD:**
  - ❖ Discussion given by Assistant Chief Osborne
    - Scheduled to meet August 28 at 1700 hours
- **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 Ford Explorer to have comparison pricing available waiting on trade-in values for each dealership
        - See additional apparatus repairs and changes on AC report
      - **Recruitment and Retention**
        - Popup tent design for recruiting efforts was discussed at meeting on August 26, 2019, project is on hold
        - Placed order for commendation bars to bring everyone in line with new SOG.
        - Working group want to hold a recruitment fair on the 9<sup>th</sup> of November from 0900-1100 at the station
        - We will be marching in the homecoming parade in October and handing out interest cards to crowd
        - Working Group members to begin a round of interviews 8 applicants expect no more that 50% of that to come before the Board for approval
      - **BOFC**
        - Lieutenant's promotional examination process assessment centers completed next step is written exam
        - New recruit process – 3 applicants, mandatory orientation in a coup of weeks
      - **Personnel Issues**
        - Driving Program
          - Developed and distributed to five members who will work through the program.
        - Milner and Leyva continue their probationary process
        - Romadka will remain on prospective member status due to medical condition
      - **PTE**
        - Ms. Russow continues to work on teaching classes so that she can be signed off as an instructor
        - Jamie's 6 evaluation occurred. Jamie is scheduled for another eval in 3 months
        - Bone and Vrchota evaluation being processed now

- **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 8-10<sup>th</sup>
    - Homecoming Parade – October 16 line up at 1645
    - Recruitment Fair Event Nove 9, 2019 0900-1100 pending approval
    - 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
  - 3F28 scheduled for service on Aug 15, 2019 work completed
  - Command 1 scheduled for service on Aug 15, 2019 work completed
  - Truck 1 is scheduled on Tuesday, September 03, 2019 for service at Banner Fire to include pump testing annual ladder inspection and service
  - September will continue pump testing and apparatus service on apparatus
- **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
  - Completed the H-GAC joint purchasing agreement on August 19, 2019 and sent to Attorney Jim Sinclair
- **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 1955 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