

CHATHAM FIRE PROTECTION DISTRICT  
 BOARD OF TRUSTEE MINUTES  
 December 10, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1739 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Mueller, Perkins; Chief Schumer; Lt Bolletta; FF/EMT Jacobs and Office Manager Kashima Stotts

- ❖ Absent: None

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open and closed session minutes of November 26, 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>11/26/2019</u>	<u>12/10/2019</u>
United Community Bank M/M	\$ 35,684.53	\$ 48,210.11
Bank & Trust M/M	\$ 1,341,400.77	\$ 1,272,351.29
Bank & Trust Pension	\$ 24,237.71	\$ 24,237.71
Bank & Trust Equipment Reserve Fund	\$ 408,662.44	\$ 408,662.44
Bank & Trust Real Estate Fund	\$ 211,115.70	\$ 211,115.70
Bank of Springfield CD Investment	\$ 517,167.43	\$ 517,849.24
Bank & Trust Death Benefit Supplement	\$ 19,686.70	\$ 19,686.70
Bank & Trust Foreign Fire Insurance Board	\$ 84,086.08	\$ 84,086.08
Bank & Trust Donations & Memorial Fund	\$ 1,466.48	\$ 1,022.37
Chatham Fire Department Volunteer Account	\$ 9,967.56	\$ 9,967.56

- ❖ 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: no public comment

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List had no new additions at this time

- ❖ Gerberding CBA revised training request for Fire Officer I, blended instruction, \$1,000.00, occurring on various dates between February 1, 2020 through April 5, 2020 at Sherman Fire Department was discussed, Trustee Perkins made a motion to approve Gerberding request for Fire Officer I course and was seconded by Trustee Mueller; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Bose CBA training request for Fire Office I, blended instruction, \$1000.00, occurring on various dates February 1, 2020 through April 5, 2020 at Sherman Fire Department were discussed, Trustee Mueller made a motion to approve Bose request for Fire Officer I and was seconded by Trustee Perkins motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Damhoff CBA training request for Fire Office I, blended instruction, \$1000.00, occurring on various dates between February 1, 2020 through April 5, 2020 at Sherman Fire Department were discussed, Trustee Mueller made a motion to approve Damhoff for Fire Officer I training and was seconded by Trustee Perkins; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Damhoff CBA training request for Advanced Technician Firefighter / NFPA Firefighter II, \$970.00, occurring from April 6, 2020 through April 10, 2020 at IFSI in Champaign, Il was discussed, Trustee Mueller made a motion to approve the Advanced Technician FF / NFPA FF II training for Damhoff and was seconded by Trustee Perkins; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Follis CBA training request for Fire Office I, blended instruction, \$1000.00, occurring on various dates between February 1, 2020 through April 5, 2020 at Sherman Fire Department were discussed, Trustee Mueller made a motion to approve the Fire Officer I training for Follis and was seconded by Trustee Perkins, motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Follis CBA training request for Advanced Technician Firefighter / NFPA Firefighter II, \$970.00, occurring from April 6, 2020 through April 10, 2020 at IFSI in

Champaign, Il was discussed, Trustee Mueller made a motion to approve the request for training for Follis and was seconded by Trustee Perkins; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Request from the Village of Chatham for the \$500.00 reduced from the insurance claim on the backhoe tires, which represents out deductible was discussed, Trustee Perkins made a motion to approve the \$500.00 payment to the Village for the claim on the backhoe tires and was seconded by Trustee Mueller; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Bone is request for no charge time only, for a grand funded Fire Investigator course, for six workdays from February 14, 2020 through April 26, 2020 was discussed, Trustee Perkins made a motion to not approve the request for no charge time for Bone and was seconded by Trustee Mueller; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

- ❖ Renewal of 25 hour of pre-pay work agreement between LRS Services and the Chatham Community Fire Protection District for the amount of \$3,125.00 was discussed, Trustee Perkins made a motion to renew the 25hr prepay work agreement with LRS and was seconded by Trustee Mueller; motion passed.

Hughes            yes                            Mueller            yes                            Perkins            yes

➤ Jacobs left meeting at 1805 hours

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Schumer.
  - Meeting December 17, 2019
  - Will finalize the Lieutenants process
  - Approved schedule to meet once a month

- **PENSION BOARD:**

- ❖ Discussion given by Chief Schumer
  - Bolletta stepping down from the board
  - Pension consolidation is going forward

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Schumer
  - Met today at 0730
  - Discussion on life safety carabiners for members
  - Discussion on SCBA brackets on E3; will do more research on the brackets

▪ **CHIEF SCHUMER REPORT**

- ❖ Trustee's accepted the Chief's semi-monthly report.
  - The following items were discussed:
  - **Apparatus Working Group**
    - Met September 16
    - See additional apparatus repairs and changes on AC report
      - Still waiting on Tahoe delivery, projected date now January 2020
      - Waiting on purchasing group acceptance for Engine 1
      - 3F27 goes in for alignment on December 2, 2019
  - **Recruitment and Retention**
    - Popup tent received
      - Rail skirts and sidewall being order later
      - Have not used tent to date. We have some event ideas – more to follow
    - Two additional 6" table cloths ordered as approved, waiting on delivery
    - Working Group had recruitment fair on November 9 from 0900-1100 at fire station
    - Commendation bars need to be distributed to Wilson
    - 2019 Hardin commendation bar has been designed and delivery, but they sent the wrong size, they will have them delivered by the 13<sup>th</sup> December
    - Working Group interviews have generated 4 viable candidates.
    - Four prospective members came to business meeting, they have until December 20, 2019 to decide if they want to move forward
  - **BOFC**
    - Lt. list will be finalized in December
  - **Personnel Issues**
    - Driving Program
    - Developed and distributed to eight 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
    - Working on evaluations for Gerberding Last one due for 2019
  - **PTE**
    - Ms. Russow continues her training and development as a back-up for Office Manager
  - **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**
  - Senior Expo at PVRC, completed by Lt. Bramley and FFP Bone
  - Recruitment Fair event completed - success
  - Career Fair –Completed by Lt Bolletta and Bramley
  - Holiday Parties / Events
    - Children’s Party – December 1, 2019
    - 2019 Adult Party – December 14, 2019 TRN Club
    - Trustee training February 22, 2019
- **Miscellaneous**
  - We have been selected by the Medicare Administration as an organization that will be mandated to report cost, spending purchasing for the next calendar year.
  - Reviewing the need for purchasing carbineers, pulleys and rope for E-3
  - Scott Brown continues to work with Digital Combustion reps to get program up and running
  - 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 no activity
  - MABAS Deployment
    - Force Account Labor Summaries and Force Account Equipment Summary Records for reimbursement of salaries, equipment repair and fuel have been submitted
  - It has been requested or suggested by office personnel that a Dutch door be installed for their office to eliminate or reduce traffic into the office
- **ASST. CHIEF OSBORNE REPORT**
  - ❖ Trustee’s accepted the Chief’s semi-monthly report.
    - The following items were discussed
    - Nothing to report
- **CLOSED SESSION**
  - ❖ No closed session during meeting
- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1901 hours was made by Trustee Perkins and was seconded by Trustee Mueller; motion passed.

Hughes      yes                      Mueller      yes                      Perkins      yes

Minutes by Office Manager Kashima Stotts