

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 December 14, 2021

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1737 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Mueller, Trustee Bell; Fire Chief Schumer; Assistant Chief Osborne; Lt. Bramley, Kissel; FF/EMT Rogers and Office Manager Kashima Stotts

- ❖ Absent:

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of December 14, 2022 District Meetings were presented for approval. Motion to approve the minutes was made by Trustee Bell and seconded by Trustee Mueller; motion passed.

Perkins yes Mueller yes Bell yes

- **TREASURERS REPORT**

- ❖ Trustee Perkins and Trustee Bell accepted treasurer’s report.

	<u>12/14/2021</u>	<u>01/11/2022</u>
United Community Bank M/M	\$ 37,580.93	\$ 129,442.62
Bank & Trust M/M	\$ 1,790,881.21	\$ 1,675,419.62
Bank & Trust Pension	\$ 456,046.39	\$ 473,254.54
Bank & Trust Equipment Reserve Fund	\$ 438,048.86	\$ 438,048.86
Bank & Trust Real Estate Fund	\$ 346,056.81	\$ 346,056.81
Bank of Springfield CD Investment	\$ 524,972.97	\$ 524,972.97
Bank & Trust Death Benefit Supplement	\$ 19,736.94	\$ 19,736.94
Bank & Trust Foreign Fire Insurance Board	\$ 50,954.08	\$ 50,958.41
Bank & Trust Foreign Fire Insurance Board MM	\$ 80,064.08	\$ 80,077.81
Bank & Trust Donations & Memorial Fund	\$ 564.57	\$ 554.57
Chatham Fire Department Volunteer Account	\$ 12,274.39	\$ 11,882.87

- ❖ Motion was made to pay the bill by Trustee Mueller and seconded by Trustee Perkins; motion passed.

Perkins yes Mueller yes Bell yes

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List was discussed, no new additions at this time.
- ❖ Discussion on Assistant Chief position, Gary Self will be starting on February 1, 2022.
- ❖ Discussion and review of bids for the Freightliner / Horton Ambulance (old 3F29) was discussed, Trustee Mueller made a motion to accept the highest bid of \$8,000.00 from Mike with Heartland Wheels and was seconded by Trustee Perkins; motion passed.

Perkins yes Mueller yes Bell yes

- ❖ Semi-annual review of closed session minutes was discussed will review next meeting.

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Schumer
 - Meet January 18, 2022
 - Nothing new to report

- **PENSION BOARD:**

- ❖ We are 74% funded we will need to add \$380,143.00 for the year
- ❖ Assistant Chief submitted his resignation to the Pension Board

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Schumer
 - Met and authorized several things
 - Nominations done did not vote due to not enough membership at meeting may have to send out a survey monkey

- **CHIEF SCHUMER REPORT**

- ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed:
 - **Apparatus Working Group**
 - Group has narrowed it down to 4 apparatus vendors, in no particular order, E-One , Sutphen, Ferrara and Spartan
 - The schedule for meeting with the Engine vendor is as follows
 - ✓ All dates are at 0800 hours
 - ✓ January 26, 2022 – E-One
 - ✓ February 2, 2022 – Ferrara
 - ✓ February 23, 2022 – Spartan
 - ✓ March 2, 2022 – Sutphen
 - **Recruitment and Retention**
 - Prospective Candidate Pinkston still needs to complete gear fitting
 - Scheduling background checks

- Medical evaluations are being conducted on Kerr and Pinkston and eventually on Brachear once he returns
- **BOFC**
 - Promotional list finalized
 - Next Regular Meeting January 18, 2022
- **FFIB**
 - Next regularly scheduled meeting is February 9, 2022
 - At the last Board meeting the FFIB agreed to purchase two Lucas devices, a battery powered drill for the grain bin rescue auger and a STIHL backpack blower for yard maintenance
 - The board asked for nomination at the Business meeting and will vote on individuals in the January meeting, new members will take their place on the Board February 9, 2022
- **Safety Working Group**
 - Nothing to report
- **AHA Training Center**
 - Preparing for ACLS and PALS instructor courses
 - Payroll training on going
- **Personnel Issues**
 - Driving Program
 - Developed and distributed to five members who will work through the program.
 - Faloon - LOA
 - Harris
 - Burkwald
 - Cliburn
 - Leyva
 - Members are delinquent in their process
 - Faloon - LOA
 - Harris
 - Burkwald
 - Prospective Members working on some independent study courses
 - One member remains on Workers compensation
 - Continue to conduct investigation interviews
 - Received applications for Assistant Chiefs position
 - Evaluations being done on several employees
- **Miscellaneous Building Items**
 - No movement on placing quote in bunker gear room
 - Working on obtaining quotes for new phone system
- **Preparing for Upcoming Events**
 - Fire Commissioners Regular Meeting January 18, 2022
 - Business Meeting February 14, 2022
 - District Meeting January 25, 2022
 - Foreign Fire Insurance Board Meeting February 9, 2022

- Officers and Manager Meeting January 27, 2022
- **Miscellaneous General Items**
 - 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 this has been delayed again for one year as of December of 2020
 - Working with Lt. Bolletta and DC Rose on active shooter guideline for response guidelines to incidents occurring in our district
 - Emergency Operations Plan for the Village of Chatham has been distributed to all stakeholders
 - Placing items out for bid this upcoming week
 - Received a few nominations for recognition that need to be reviewed
 - Meeting February 10, 2022, Officers, to compile a training program for the next 3-year period for the department
- **ASST. CHIEF OSBORNE REPORT**
 - ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed
 - **GRANTS:**
 - 2022 IPIRF Grant – we are eligible for up to \$5,718.00
 - **PROJECTS:**
 - 3F-29 was taken to Landmark Ford, service completed
 - 3F28 was in an accident on Dec 3, 2022 Repairs completed
 - Truck 1 is scheduled to have its NFPA, 5 year, NDT testing completed by American Test Center February/March – waiting on a vendor
 - 3F29 was taken to Foster Coach on Monday, January 10, 2022 to have cot anchor base plate installed – completed
 - **Building repairs:**
 - Central Illinois Communication Services has ordered the equipment to upgrade the phone system.
 - **Reports submitted**
 - Completed the DHS Federal Financial Report (SF-425) for the Covid-19 Supplemental (AFG-S) grant and the 2020 Covid-19 Supplemental (AFG-S2) grant
 - **Other**
 - District property is still having issues with the adjacent property owners, Discussion and photos at the district meeting to follow
- **CLOSED SESSION**
 - ❖ Motion to go into Closed Session at 1810 hours to discuss Employment / Appointment matters in accordance with (5 ILCS 120/2) (c) (1) was made by Trustee Mueller and seconded by Trustee Bell; motion passed.

Perkins yes Mueller yes Bell yes

- Returned to open session at 1936 hours
- ❖ Discussion from Chief Schumer
- ❖ Chief Schumer announced that he has submitted an official memo to the Board on December 20, 2022 to retire effect August 6, 2022 His last date of work will be January 21, 2022. He will go on benefit time from January 24, 2022 through August 5, 2022.
- ❖ Trustees thanked the Fire Chief for his years of service and everything he has done for the district
- **ADJOURNMENT**
 - ❖ Motion to adjourn meeting at 1943 hours was made by Trustee Bell and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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Minutes by Office Manager Kashima Stotts