

CHATHAM FIRE PROTECTION DISTRICT  
 BOARD OF TRUSTEE MINUTES  
 April 12, 2022

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1730 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Mueller, Trustee Bell; Assistant Chief Self; Division Chief Rose; Lt, Bramley, FF/EMT Bose, Follis, Jacobs, Vrchota Suhling; Office Manager Kashima Stotts; Attorney Jim Sinclair and David Livingstone
  - ❖ Absent:

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of March 22, 2022, District Meetings were presented for approval. Motion to approve the minutes was made by Trustee Mueller and seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- **TREASURERS REPORT**

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

	03/22/2022	04/12/2022
United Community Bank M/M	\$ 28,106.50	\$ 39,533.45
Bank & Trust M/M	\$ 1,364,061.16	\$ 1,302,950.55
Bank & Trust Pension	\$ 94,880.14	\$ 99,231.33
Bank & Trust Equipment Reserve Fund	\$ 446,159.39	\$ 446,159.39
Bank & Trust Real Estate Fund	\$ 346,143.09	\$ 346,143.09
Bank of Springfield CD Investment	\$ 523,870.07	\$ 523,107.09
Bank & Trust Death Benefit Supplement	\$ 19,741.86	\$ 19,741.86
Bank & Trust Foreign Fire Insurance Board	\$ 15,150.98	\$ 15,152.35
Bank & Trust Foreign Fire Insurance Board MM	\$ 80,103.70	\$ 80,117.31
Bank & Trust Donations & Memorial Fund	\$ 554.71	\$ 554.71
Chatham Fire Department Volunteer Account	\$ 10,234.53	\$ 10,234.53

- ❖ 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:**

- ❖ FF/EMTP Follis discussed a 40-hour class that he is interesting in taking.
  - ❖ Discussion by FF/EMTP Gerberding on Titan Fuel Event, he will coordinate with Assistant Chief Self

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List was discussed, Trustee Mueller made a motion to add Dan Mickle Supply Company to the vendors list and was seconded by Trustee Perkins; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Appointment of James Follis to the Chatham Firefighters Pension Fund for the term of May 01.1, 2022, through April 30, 2025, was discussed, Trustee Perkins made a motion to appoint James Follis to the Pension Fund and was seconded by Trustee Mueller; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Arson Investigator Class (200 hour) Springfield, Illinois, FF/EMT P March 28 through May 20, 2022. Request for leave compensation and tuition cot of \$2,283.00 for the course were discussed, Trustee Bell made a motion to approve the Arson Investigator Class for FF Bone and was seconded by Trustee Mueller; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Replacement / upgrade of Antivirus Software by LRS, cost of \$700.00 was discussed, Trustee Mueller made a motion to upgrade the antivirus software by LRS and was seconded by Trustee Bell; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Equipment Reserve Fund second transfer, representing the remainder of the budgeted amount, \$59,500.00 from 2021-2022 Final Budget and Appropriations was discussed, Trustee Mueller made a motion to transfer the budget amount of \$59,500.00 and was seconded by Trustee Perkins; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Real Estate Reserve Fund second transfer, representing the remainder of the budgeted amount, \$35,000.00 from 2021-2022 Final Budget and Appropriations was discussed, Trustee Mueller made a motion transfer funds and was seconded by Trustee Perkins; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Annual evaluation and compensation review for the position of Administrative Assistant / AHATC Coordinator Kari Martin effective March 9, 2022, was discussed,

Trustee Mueller made a motion to accept and approve the evaluation and annual compensation in the amount \$39,000.00 effective March 9<sup>th</sup> for Kari Martin and was seconded by Trustee Perkins; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Discussion regarding OMA and FOIA appointment effective 04/12/2022 primary Kashima Stotts, and alternate Kari Martin were discussed, Trustee Perkins made a motion to appoint Kashima Stotts as primary and Kari Martin as alternate OMA and FOIA officers effective April 12, 2022 and was seconded by Trustee Mueller; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Discussion to subscribe with Vector Solutions, not to exceed \$4,000.00 was discussed, Trustee Bell made the motion to subscribe to Vector Solutions in the amount not to exceed \$4,000.00 and was seconded by Trustee Mueller; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Crop Share Lease with Lederbrand Brothers, Inc. from March 1, 2022, to February 29, 2024, were discussed, Trustee Mueller made a motion to accept the Crop Share Lease with Lederbrand and was seconded by Trustee Perkins; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Office Manager Kashima Stotts
  - Going forward Kari will be the point of contact for the board, she will be attending meetings and managing the minutes going forward.

- **PENSION BOARD:**

- ❖ Medical retirement information submitted
- ❖ Retirement for Osbourne is completed
- ❖ Election is coming up for Damhoff position on the board

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by FF/EMT Suhling
  - Met Wednesday and purchased the Lucas Device
  - Can harness will ship after April 1, 2022

- **CHIEF SCHUMER'S REPORT**

- Nothing to report

- **ASST. CHIEF OSBORNE'S REPORT**

- Trustees accepted the Chief's semi-monthly report.
  - The following items were discussed
  - Nothing to report

- **ASST. CHIEF SELF'S REPORT**

- Transfer of funds to equipment and real estate reserve funds
- Engine 2 is having issues
- ESO fire reporting is in test phase
- Vector Solution training software is being requested
- Ground ambulance Q&A held 03/29/2022
- New radio system, no report on radios picked or fees to the district, pagers are included in the proposal
- MABAS dues scheduled emailed to the District Office Engine 3 Retrieved from Banner on 03/25/2022
- LRS uploaded new antivirus software 03/25/2022
- New to send out RFPS for venders to bid insurance
- Collection agency Acme Credit out of business need to find new vendor, Pro com will charge same rate as Acme
- Discussion on staff members leaving the district for mutual aid fires
- April 25 expected delivery date for Stryker cot system
- Brachear probation – hired by Springfield PD would like to ask for a leave of absence
- Mower hydrostat started acting up while mowing, estimate on fixing or replacing if to high

- **CLOSED SESSION**

- ❖ Motion to go into Closed Session at 1821 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 2010 hours

- ❖ Discussion of personnel disciplinary matter, Trustee Mueller made a motion to suspend Division Chief Bill Rose for 7 days without pay and was seconded by Trustee Perkins: motion passed

Perkins            yesterday                                  Mueller            yes                                  Bell                                  yes

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 2025 hours was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

Minutes by Office Manager Kashima Stotts