

CHATHAM FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEE MINUTES  
April 26, 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, Bolletta, Kissel; FF/EMT Gerberding, Rogers, Bose, Enstrom; and Office Manager Kashima Stotts; Attorney Jim Sinclair and David Livingstone
  - ❖ Absent:

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of April 12, 2022, District Meetings were presented for approval. Motion to approve the minutes was made by Trustee Bell and seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	absent	Bell	yes
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- ❖ Closed session minutes of April 12, 2022, District Meetings were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	absent	Bell	yes
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- **TREASURERS REPORT**

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

	<u>04/12/2022</u>	<u>04/26/2022</u>
United Community Bank M/M	\$ 39,533.45	\$ 21,263.67
Bank & Trust M/M	\$ 1,302,950.55	\$ 1,167,330.99
Bank & Trust Pension	\$ 99,231.33	\$ 104,044.23
Bank & Trust Equipment Reserve Fund	\$ 446,159.39	\$ 50,696.06
Bank & Trust Real Estate Fund	\$ 346,143.09	\$ 346,171.54
Bank of Springfield CD Investment	\$ 523,107.09	\$ 523,107.09
Bank & Trust Death Benefit Supplement	\$ 19,741.86	\$ 19,743.48
Bank & Trust Foreign Fire Insurance Board	\$ 15,152.35	\$ 6,408.57
Bank & Trust Foreign Fire Insurance Board MM	\$ 80,117.31	\$ 80,117.31
Bank & Trust Donations & Memorial Fund	\$ 554.71	\$ 554.76
Chatham Fire Department Volunteer Account	\$ 10,234.53	\$ 7,581.97

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

Perkins	yes	Mueller	absent	Bell	yes
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- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ FF/EMTP Gerberding would like to address the board in closed session.

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Vendor List was discussed, no new vendors.

- ❖ FF/EMT James Follis lodging, time off and travel for Leadership class held at IFSI October 14, 2022, was discussed, Trustee Bell made a motion to approve the 24 hours of time off and lodging not to exceed \$500.00 for FF/EMT Follis's Leadership class held at IFSI and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Leave of absence for Probationary Firefighter Robin Brachear until Springfield PD academy graduation was discussed Trustee Perkins made a motion to approve the leave of absence for Probationary Firefighter Brachear until the completion of his Springfield PD Academy and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion to purchase or repair lawnmower, Sievers is 4 weeks out for service was discussed, Trustee Mueller made a motion to purchase a new lawn mower no to exceed \$8,000.00 and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Re-appoint Commissioner Dan Holden for a 3yr term as Commissioner was discussed, Trustee Mueller made a motion to re-appoint Commissioner Dan Holden and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discuss and approve contracting with Pro-Com Services for district collections were discussed, Trustee Mueller made a motion to approve the contracting with Pro-Co9m Services and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discuss or approval of contract for Office Manager Kashima Stotts and Administrative Assistant / AHATCC Kari Martin was discussed and tabled.

- ❖ Discussion of office staff clothing, job shirt was discussed no action taken.

- ❖ Discussion on district de-annexations was discussed no action taken.
- ❖ Discussion on MABAS 48 annual dues in the amount of \$371.00 was discussed, Trustee Perkins made a motion to pay the annual membership dues for MABAS 48 and was seconded by Trustee Bell; motion passed.

Perkins            yes                    Mueller            yes                    Bell                    yes

- ❖ Illinois Association of Fire Protection Districts annual membership meeting Thursday, June 23, 2022, IAFFPD Credentials Certification and Proxy were discussed, Trustee Mueller made a motion to submit the proxy vote and was seconded by Trustee Perkins; motion passed.

Perkins            yes                    Mueller            yes                    Bell                    yes

- ❖ Discussion and approval of interview of prospective candidates for the Assistant Chief vacancy was discussed during closed session.

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Office Manager Kashima Stotts
  - Introduced Kari to the board, she will be attending meetings and managing the minutes going forward.
  - Discussed the hiring process

- **PENSION BOARD:**

- ❖ Discussion by Division Chief Rose
  - Gathering information

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by FF/EMT Bose
  - Discussed getting checks for Money Market account will later meet with Mr. Mueller regarding this topic

- **CHIEF SCHUMER’S REPORT**

- Nothing to report

- **ASST. CHIEF SELF’S REPORT**

- Engine 3 painted and back in service
- Engine 2 went back to Banner Fore on 4/25/2022 for Kussmaul air pump work
- MABAS 48 / Sangamon County Chief’s combined meeting is 4/26/2022
- Insurance presentations will be scheduled for May 10<sup>th</sup>, 1740, and 1800 hours
- Replacement of chainsaw on brush truck was purchased 4/21/2022
- 3F29 power cot was damaged, will evaluate for repairs
- Stryker replaced the power load system 3F29 under warranty
- Sam’s account was renewed, and Assistant Chief Osborne removed.

- FF/EMT Follis class at IFSI
  - Candlewood Suite \$88.35
  - Home 2, Homewood, Hilton Garden Inn \$96.00
  - Country Inn \$95.00
- Brachear leave of absence
- American Legion Memorial Day festivities
  - Can we display the “Big Flag”
  - Does anyone want to be with their Color Guard
- **CLOSED SESSION**
  - ❖ Motion to go into Closed Session at 1823 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
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    - Returned to open session at 1936 hours
  - ❖ Discussion of Assistant Chief vacancy, Trustee Perkins made amotion to have Assistant Chief Self post a position announcement for the position vacancy for internal candidates only and was seconded by Trustee Mueller; motion passed.
 

Perkins	yes	Mueller	yes	Bell	yes
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- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1937 hours was made by Trustee Mueller and was seconded by Trustee Perkins; motion passed.
 

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