

CHATHAM FIRE PROTECTION DISTRICT  
 BOARD OF TRUSTEE MINUTES  
 June 13, 2023

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1736 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Mueller, Trustee Bell; Chief Self; Division Chief Rose; Lt. Jacobs; FF/EMTP Gerberding, Suhling; FF/EMTB Faloon and Office Manger Kashima Stotts

- ❖ Absent:

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of May 23, 2023, and Special Meeting from May 24, 2023, District Meetings were presented for approval. Motion to approve the minutes was made by Trustee Mueller seconded by Trustee Bell; motion passed.

|         |     |         |     |      |     |
|---------|-----|---------|-----|------|-----|
| Perkins | yes | Mueller | yes | Bell | yes |
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- ❖ Closed session minutes of May 23, 2023, District Meetings were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Bell; motion passed.

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| Perkins | yest | Mueller | yes | Bell | yes |
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- **TREASURERS REPORT**

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

|  | <u>05/23/2023</u> | <u>06/13/2023</u> |
|--|-------------------|-------------------|
| United Community Bank M/M                    | \$ 47,954.48      | \$ 33,228.26      |
| Bank & Trust M/M                             | \$ 1,318,431.99   | \$ 2,551,308.68   |
| Bank & Trust Pension                         | \$ 73,051.24      | \$ 81,545.60      |
| Bank & Trust Equipment Reserve Fund          | \$ 542,515.70     | \$ 646,962.07     |
| Bank & Trust Real Estate Fund                | \$ 356,626.06     | \$ 356,626.06     |
| Bank of Springfield CD Investment            | \$ 542,515.70     | \$ 544,912.61     |
| Bank & Trust Death Benefit Supplement        | \$ 19,764.97      | \$ 19,764.97      |
| Bank & Trust Foreign Fire Insurance Board    | \$ 31,614.22      | \$ 31,617.12      |
| Bank & Trust Foreign Fire Insurance Board MM | \$ 80,290.01      | \$ 80,304.53      |
| Bank & Trust Donations & Memorial Fund       | \$ 1,212.57       | \$ 952.57         |
| Chatham Fire Department Volunteer Account    | \$ 5,736.59       | \$ 5,736.59       |

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

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

- ❖ No public comment

- **OLD BUSINESS:**

- ❖ Discussion / Approval of the insurance proposal from Compass Insurance Agency was discussed, Trustee Mueller made a motion to accept the proposal for insurance and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval of quote to re-key department lock for building access accountability was discussed, no action taken, tabled.
- ❖ Discussion / Approval of roof proposal from Henson Robinson Company was discussed, no action taken and would like to remove item from agenda due to the insurance proposal to replace roof.

- **NEW BUSINESS:**

- ❖ Vendor List was discussed, Trustee Mueller made a motion to add new vendors, Medline and Schultz to the vendors list and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval of roof proposal from Compass Insurance Partners for roof replacement in the amount of \$3,225.00 was discussed, Trustee Muller made a motion to accept the proposal from Compass Partners and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval to appoint new Trustees / re-organize the board positions was discussed, Trustee Mueller made a motion to keep all board positions the same, Perkins will remain President, Bell will remain Secretary and Mueller will remain Treasurer and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion on preparation of the Tentative Annual Budget and Appropriation was discussed, Trustee Mueller made a motion to approve the Tentative Budget and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval to upgrade the new engine in an amount up to \$31,000.00 was discussed, Trustee Mueller made a motion to approve the upgrade to the Engine in an amount up to \$31,000.00 and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval to purchase turnout gear for Probationary Firefighter EMT Basic Stults in the amount of \$3,225.00 was discussed, Trustee Mueller made a motion to approve the purchase of turnout gear for Probationary FF/EMTB Stults and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval for Trustee Mueller to attend the IFSC 1<sup>st</sup> Annual Combined Conference, June 14, 2023, through June 17, 2023, in the amount of \$175.00 was discussed, Trustee Perkins made a motion to approve the payment of \$175.00 for Mr. Mueller to attend the Conference and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval to adopt the Sangamon County Prevailing Wage Rate effective May 22, 2023, was discussed, Trustee Perkins made a motion to accept the Prevailing Wage Rates and was seconded by Trustee Mueller; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval of the Department Mission Statement was discussed, Trustee Perkins made a motion to approve the Mission Statement and was seconded by Trustee Bell; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Authorization and approval for FF/EMTP Bose to customize a picnic table for the bay area, asking the district to cover cost of material for customized project was discussed no action taken tabled.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval to amend the training of duty time policy SOG 601 Personnel Benefits and Article IV Section F of the CBA was discussed during closed session.

- ❖ Discussion / Approval of Starcom 21 User information form and Starcom 21 access application was discussed, Trustee Mueller made a motion to approve the form and application for Starcom and was seconded by Trustee Perkins; motion passed.

Perkins            yes                                  Mueller            yes                                  Bell                                  yes

- ❖ Discussion / Approval to purchase four (4) SCBA mask in the amount of \$345.00 each for a total of \$1,380.00 was discussed, Trustee Perkins made a motion to approve the purchase of the SCBA masks and was seconded by Trustee Bell; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Discussion / Approval to purchase a 14' roof ladder to replace the ladder on Truck 1 in the amount of \$700.00 from Legacy Fire Equipment or \$599.00 from Banner Fire was discussed, Trustee Perkins made a motion to approve the purchase of the ladder from Banner Fire and was seconded by Trustee Bell; motion passed.

Perkins            yes                            Mueller            yes                            Bell                            yes

- ❖ Discussion / Approval regarding the Estate of Nancy Barr for an unpaid debit in the amount of \$676.71 was discussed board will not pursue legal action against the Estate of Nancy Barr, no action taken.

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Discussion given by Chief Self
  - Met the Lt. exam application process.
  - Reading list is almost together.
  - Will be sending out a letter of employment to the final guy on the list for new hire.

- **PENSION BOARD:**

- ❖ Discussion by Division Chief Rose
  - Met on Monday and approved retirement for Lt. Kissel
  - Approved the new additions to the pension fund Tatge and Stults

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by FF/EMT P Suhling
  - Met on June 13, 2023
  - Discussed purchasing 75 hoods to start an exchange program.
  - Working on getting FF gloves for all members
  - Discussed setting aside money to help purchase items for rig organization when we receive the new pumper.

- **CHIEF SELF'S REPORT**

- There have been three lifesaving/sustaining calls in the last two weeks.
  - Shift 3 has had two.
  - Shift 1 has one.
- Apparatus
  - E3 frame restoration – possibly looking at some compartment organization as well.
- New Engine
  - Change order from site visit, acceptance is on the agenda.
- Firehouse Issues
  - Several cracks formed in the façade.
- Lawn maintenance
  - Bid from Ladage lawncare for aeration and seeding plus weed control (2 bids)
  - Bid from Jack Robertson Lawn care.
- Knox box ordinance

- Placed in paper.
- Fiscal year 2022 run report.
  - See handout.
- **ASSISTANT CHIEF BOLLETTA'S REPORT**
  - Ground Emergency Medical Transportation Program
    - Nothing new to report.
  - Medicare Ground Ambulance Data Collection System
    - Reporting period has started.
  - Grants
    - AFG – Submitted
    - Fire Prevention and Safety Grant submitted.
      - Nothing new to report
    - Brandt Foundation - in progress
      - 4 Gas Meters
    - Fire House Subs – Submitted
    - AMREN Grant – will be submitting for battery vent fan.
  - Radio System Pagers and Radios
    - Fleet mapping is moving forward.
      - 49 pagers, chargers, and programing dock
    - I have been asked to help with SOP/SOG development for the new system.
    - Motorola Pager (50 pagers, chargers, and programing dock)
      - What do you want to do with them?
      - No need in Sangamon County
      - Exploring options
  - Training
    - Nothing new to report
  - A-1 Lock
    - Nothing new to report .
      - Still looking at July time frame for completion
  - Large Flag
    - Nothing new to report was ordered 9/29/2023 still on back order.
  - Surplus
    - Acquired a stair-chair for the new ambulance.
  - Capital Airport
    - Nothing new to report.
- **DIVISION CHIEF ROSE'S REPORT**
  - Vehicles
    - Still waiting on availability of parts for recall on Command One
    - 3F29 went to Chatham Collision for paint warranty work and is back in service.
    - Hose testing is almost complete, Engine 1 needs 5 inch tested.
    - 3F27 went to Westown Ford in Jacksonville Friday, May 26, 2023, for a recall on the steering damper.

- Engine 3 had an issue with the clamps we used to secure all the hand tools to the board, replaced in house.
- Truck 1 cleaned and lubricated the pump panel pull out step.
- 3F38 was at Schultz Automotive in Springfield for replacement of drag link and a steering damper.
- Oakley Services was here on Wednesday June 8, 2023, to service the in-house generator.
- Brush 2 replaced hold down for hose reel on rear.
- Software and training
  - ESO updated: The new Assets Management portion of ESO is now up and running, this will facilitate keeping all our vehicle repairs and expenditures in one place. It should make out truck checkout procedure easier with moving to an electronic format instead of paper.
    - There is a webinar on Wednesday, and I will attend it to learn the best way to load the information and our current vehicle checkout sheets into this segment of the software.
- **CLOSED SESSION**
  - ❖ Motion to go into Closed Session at 1904 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 1933 hours.
- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1934 hours was made by Trustee Mueller and was seconded Trustee Perkins motion passed.
 

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|---------|-----|---------|-----|------|-----|
| Perkins | yes | Mueller | yes | Bell | yes |
|---------|-----|---------|-----|------|-----|

Minutes by Office Manager Kashima Stotts