

CHATHAM FIRE PROTECTION DISTRICT  
 BOARD OF TRUSTEE MINUTES  
 November 14, 2023

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1730 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Bell; Chief Self; Assistant Chief Bolletta; Division Chief Rose; and Administrative Assistant Kari Leyva.
  - ❖ Absent: Trustee Mueller

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open and closed session minutes of October 25, 2023, were presented for approval. Motion to approve the minutes was made by Trustee Perkins seconded by Trustee Bell; motion passed.

Perkins            yes                            Mueller            absent                            Bell                            yes

- **TREASURERS REPORT**

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

	<u>10/25/2023</u>	<u>11/14/2023</u>
United Community Bank M/M	\$ 87,065.44	\$ 178,200.58
Bank & Trust M/M	\$ 2,898,550.06	\$ 2,853,583.60
Bank & Trust Pension	\$ 116,936.38	\$ 30,578.36
Bank & Trust Equipment Reserve Fund	\$ 648,345.61	\$ 649,446.91
Bank & Trust Real Estate Fund	\$ 606,797.66	\$ 607,828.39
Bank of Springfield CD Investment	\$ 553,490.06	\$ 553,490.06
Bank & Trust Death Benefit Supplement	\$ 19,807.25	\$ 19,840.89
Bank & Trust Foreign Fire Insurance Board	\$ 28,055.60	\$ 28,104.79
Bank & Trust Foreign Fire Insurance Board MM	\$ 117,455.47	\$ 117,455.47
Bank & Trust Donations & Memorial Fund	\$ 1,874.24	\$ 1,689.15
Chatham Fire Department Volunteer Account	\$ 7,005.81	\$ 7,025.81

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

Perkins            yes                            Mueller            absent                            Bell                            yes

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment

- **OLD BUSINESS:**

- ❖ Discussion / Approval to purchase a podium for ceremonies and event purposes was discussed and tabled.

- ❖ Discussion / Approval to create a personalized department hat to replace the current hat design was discussed and tabled.
- ❖ Discussion / Approval of the 2023 IMRF Executive Trustee Election Ballot was discussed, Trustee Perkins made a motion to submit an election for the IMRF ballot and was seconded by Trustee Bell; motion passed.

Perkins            yes                    Mueller            absent                    Bell                    yes

- **NEW BUSINESS:**

- ❖ Vendor List was discussed, no new vendors at this time.
- ❖ Discussion / Acceptance of the bids received to repair the roof due to hail damage was discussed and table for further discussion.
- ❖ Discussion/ Approval of the renewal of department license plate for Chief Gary Self was discussed, Trustee Perkins made a motion to approve the renewal of the license plate for Chief Self and was seconded by Trustee Bell; motion passed.

Perkins            yes                    Mueller            absent                    Bell                    yes

- ❖ Discussion / Approval of Tax Levy Ordinance 23-07 for the Chatham Community Fire Protection District fiscal year June 1,2023 through May 31, 2024, was discussed, Trustee Mueller made a motion to approve the 23-07 Tax Levy Ordinance and was seconded by Trustee Perkins, motion passed.

Perkins            yes                    Mueller            absent                    Bell                    yes

- ❖ Discussion / Approval of rate increase for the department training center under the American Heart Association were discussed, Trustee Perkins made a motion to approve the rate increases for the training center and was seconded by Trustee Bell; motion passed.

Perkins            yes                    Mueller            absent                    Bell                    yes

- ❖ Discussion / Approval to reimburse Chief Self for his vehicle emergency lighting kit in the amount of \$350.00 was discussed, Trustee Perkins made a motion to approve the reimbursement to Chief Self and was seconded by Trustee Bell; motion passed.

Perkins            yes                    Mueller            absent                    Bell                    yes

- ❖ Discussion / Approval and acceptance of the MOU for Forced Hire Back Coverage with the Board of Trustees and Local 4490 was discussed, Trustee Perkins made a motion to approve and accept the MOU for Forced Hire Back Coverage and was seconded by Trustee Bell; motion passed.

Perkins            yes                    Mueller            absent                    Bell                    yes

- ❖ Discussion / Approval to enter into a sponsorship for the Super Heros Committee was discussed, Trustee Perkins made a motion to submit a sponsorship in the amount of \$250.00 and was seconded by Trustee Bell; motion passed.

Perkins            yes                            Mueller            absent                            Bell                            yes

- ❖ Discussion / Approval to renew the dues with the IAAPD in the amount of \$625.00 was discussed, Trustee Perkins made a motion to approve the renewal of dues for IAAPD and was seconded by Trustee Bell; motion passed.

Perkins            yes                            Mueller            absent                            Bell                            yes

- ❖ Discussion / Approval to extend the use of personal leave due to manpower concerns for Local 4490 members for 60 days past the deadline of December 31, 2023 was discussed, Trustee Perkins made a motion to extend the deadline to 90 days past the December 31, 2023 deadline and was seconded by Trustee Bell; motion passed.

Perkins            yes                            Mueller            absent                            Bell                            yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Report given by Chief Self
  - 3 days left for submission of applications
  - Next few week will start the expedited schedule of meetings
  - December 1<sup>st</sup> is the orientation and December 2<sup>nd</sup> is the written exam

- **PENSION BOARD:**

- ❖ Discussion by Division Chief Rose
  - Nothing new to report

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by FF/EMTP Damhoff
  - Discussed forceable entry kits
  - Have not set up the CD yet

- **CHIEF SELF'S REPORT**

- Firehouse Issues
  - Roof –
    - One bid in expect at least one other.
- Lieutenants Written Exam completed October 21, 2023
- Recruit Process
  - Six applications so far.
  - End date is 11/17/2023 at 1600hrs.
  - Commissioners will open applications at regular meeting 11/21/2023.
  - Orientation is 12/1/2023 at 1700 hrs.
  - Written text is 12/2/2023 at 0900 hrs.
- AHATC fees
  - Recommend adjusting fee schedule to represent what is needed and in line with others.

- Bunkroom Bathroom.
- Extrication tools
- Village of Chatham
  
- **ASSISTANT CHIEF BOLLETTA’S REPORT**
  - Grants
    - OSFM – nothing new to report
    - AFG – nothing new to report
    - Fire Prevention and Safety Grant – nothing new to report
  - Radio System Pagers and Radios
    - Manpower tone has been programmed.
    - Towers are nearing completion.
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  - Training
    - Nothing new to report
  - Surplus
    - 20 additional stackable chairs from the state surplus have been picked up.
  - Extrication tools
    - The Genesis Cutter blade insert broke.
  
- **DIVISION CHIEF ROSE’S REPORT**
  - Vehicles
    - Engine three tail board has been repaired by Fehring.
    - Banner has finished service and yearly pump testing on Engines, Truck and Tanker.
    - Engine Two had both flashing lights over rear wheels replaced in house.
    - Several light bulbs and accessory repairs were made.
    - Pump problem resolved on Engine two.
  - Other
    - We will be doing an Extrication and Patient handling class for LLCC EMT class November 29<sup>th</sup> at 1800.
    - Live Burn training at the Macoun County Safety Complex in Decatur, working on new dates for next year.
    - All Probationary FF’s have been released to run calls in some capacity.
    - Replaced #5 switch in wash bay as overhead lights would not shut off.
    - Software – we are using ESO checklist, ongoing.
  
- **CLOSED SESSION**
  - ❖ Motion to go into Closed Session at 1800 hours to discuss Employment / Appointment matters in accordance with (5 ILCS 120/2) (c) (1) was made by Trustee Bell and seconded by Trustee Perkins; motion passed.

Perkins                      yes                      Mueller                      absent                      Bell                      yes

- Returned to open session at 1945 hours.

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 1946 hours was made by Trustee Bell and was seconded Trustee Perkins; motion passed.

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