

**CHATHAM COMMUNITY FIRE PROTECTION DISTRICT**  
**Meeting Schedule**  
**Calendar Year - 2025**

All meetings are held at the Chatham Fire Department  
 #1 Fireman Square, Chatham, Illinois 62629

**January 14, 2025 5:30pm Regular meeting**

a) Review Closed Session Minutes

**January 28, 2025 5:30pm Regular meeting**

a) Vendor List review or as necessary.

**February 11, 2025 5:30pm Regular meeting**

**February 25, 2025 5:30pm Regular meeting**

a) Verify completion and reporting by Workplace Transparency Act.

**March 11, 2025 5:30pm Regular meeting**

a) Inquire with Fire Commissioner member on intentions of fulfilling another term. (Dan Holden - exp. 05/2025)  
 b) Verify FOIA and OMA officers have completed any required annual training.

**March 25, 2025 5:30pm Regular meeting**

c) Appoint or Re-appoint Pension Board member(s), if applicable (James Follis exp 4/25)

**April 8, 2025 5:30pm Regular meeting**

a) Equipment Reserve Fund: Transfer second half (50%) of line-item budgeted funds from June 2024-May 2025 budget.  
 b) Real Estate Reserve Fund: Transfer second half (50%) of line-item budgeted funds from June 2024-May 2025 budget.

**NOTE: 1<sup>st</sup> Payment for this line item was in August of 2022.**

**April 22, 2025 5:30pm Regular meeting**

a) Annually Appoint department FOIA Officer  
 b) Annually Appoint department OMA Officer  
 c) Submit request for Trustee(s) to be re-appointed by Sang. County Board (Gary Mueller - exp. 05/2025 through 2028)  
 d) Appoint or Re-appoint Board of Fire Commissioner member through 05/2028.

**May 13, 2025 5:30pm Regular meeting**

a) Insurance Presentations / Quotes for building, liability, assets, AD&S coverage(s)  
 b) Review Life Insurance Coverage  
 c) Review Workers Compensation coverage

**May 27, 2025 5:30pm Regular meeting**

a) Reorganize Board following re-appoint / appoint of trustee.  
 b) Selection of Liability Insurance Carrier(s)  
 c) Selection of Life Insurance Carrier(s)  
 d) Appoint New Trustees / Re-organize Board Positions  
 e) Adopt Annual Prevailing Wage Ordinance  
 f) Begin preparation of Annual Budget and Appropriations Ordinance.

**June 10, 2025 5:30pm Regular meeting**

a) Annual review of IDOL mandated policies.

**June 24, 2025 5:30pm Regular meeting**

a) Tentative Budget and Appropriations Ordinance adoption  
 b) Verify all members have reviewed and updated all beneficiary forms to include line of duty death beneficiary designation documents.

**July 8, 2025 5:30pm Regular meeting**

a) Review Closed Session Minutes

**July 22, 2025 5:30pm Regular meeting**

**August 12, 2025 5:30pm Regular meeting**

a) Public Hearing for Final Budget and Appropriations Ordinance  
 b) Final Budget and Appropriations Ordinance adoption

**August 26, 2025 5:30pm Regular meeting**

a) Equipment Reserve Fund: Transfer 50% of line-item budgeted funds from June 2025-May 2026 budget.  
 b) Real Estate Reserve Fund: Transfer 50% of line-item budgeted funds from June 2025-May 2026 budget.

**September 9, 2025 5:30pm Regular meeting**

a) Vendor List review or as necessary.

**September 23, 2025 5:30pm Regular meeting**

a) Review audio recordings of closed sessions and dispose of 18 months after closed session minutes have been approved to be opened.

**October 14, 2025 5:30pm Regular meeting**

a) Approve Annual Audit and Annual Financial Report

**October 28, 2025 5:30pm Regular meeting**

**November 11, 2025 5:30pm Regular meeting**

a) Pension Fund: Transfer line-item budgeted funds from June 2025-May 2026 budget.  
 b) Adoption of Tax Levies

**November 25, 2025 5:30pm Regular meeting**

a) Approve Meeting Schedule for upcoming calendar year.

**December 9, 2025 5:30pm Regular meeting**

a) Complete annual review of District and Department policies with Chief Officers.

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<b>March 11, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
<b>March 25, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
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<b>April 22, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
<b>May 13, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
<b>May 27, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
<b>June 10, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
<b>June 24, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
<b>July 8, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>
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<b>December 9, 2025</b>	<b>5:30pm</b>	<b>Regular meeting</b>

Posted at the Chatham Fire Department on November 27<sup>th</sup>, 2024 at 8:00 am.

Signature: \_\_\_\_\_