

CHATHAM FIRE PROTECTION DISTRICT
BOARD OF TRUSTEE MINUTES
November 11, 2025

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1730 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Mueller, Trustee Bell; Chief Self: Assistant Chief Bolletta; Division Chief Bramley; Lieutenant Jacobs; FF/EMT P Bose and Office Manager Stotts.
- ❖ Absent were Office Manager Kashima Stotts

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of October 28, 2025, 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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- **TREASURERS REPORT**

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

	<u>10/28/2025</u>	<u>11/11/2025</u>
United Community Bank M/M	\$ 115,075.17	\$ 124,973.27
Bank & Trust M/M	\$ 1,788,152.45	\$ 1,743,127.59
Bank & Trust Pension	\$ 136,427.27	\$ 141,589.26
Bank & Trust Equipment Reserve Fund	\$ 774,563.47	\$ 774,563.47
Bank & Trust Real Estate Fund	\$ 509,535.11	\$ 509,535.11
Bank of Springfield CD Investment	\$ 617,204.62	\$ 621,897.25
Bank & Trust Death Benefit Supplement	\$ 20,801.81	\$ 20,801.81
Bank & Trust Foreign Fire Insurance Board	\$ 93,850.32	\$ 94,031.18
Bank & Trust Foreign Fire Insurance Board MM	\$ 35,495.79	\$ 35,649.12
Bank & Trust Donations & Memorial Fund	\$ 3,417.98	\$ 3,159.94
Chatham Fire Department Volunteer Account	\$ 11,140.42	\$ 10,944.09
Bank & Trust Foreign Fire Insurance Board CD	\$ 82,573.59	\$ 82,695.30

- **PRESENTATION OF BILLS AND/OR INVOICES FOR PAYMENT**

- ❖ Trustee Mueller made a motion to approve the bills as paid and was seconded by Trustee Bell; the motion passed.

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

- ❖ No public comment.

- **OLD BUSINESS:**

- ❖ No old business.

- **NEW BUSINESS:**

- ❖ Discussion / Approval of Vendors List was discussed, no new vendors to add at this time.

- ❖ Discussion / Approval of purchasing two (2) storage cans for miscellaneous storage in the amount of \$5,900.00 was discussed, Trustee Bell made a motion to approve the purchase of the containers and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of having the air ducts throughout the building cleaned in the amount not to exceed \$5,000.00 was discussed, item tabled to get additional bids from vendors.

- ❖ Discussion / Approval for Chief Self and another member of the department to attend the 100 Club Convention for a total not to exceed \$3,000.00 was discussed, Trustee Mueller made a motion to approve the conference for Chief Self and another member and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to accept the DECO Grant in the amount of \$58,157.90 was discussed, Trustee Mueller made a motion to accept the DECO Grant and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Approval of the 2026-2027 Levy was discussed and table for the November 25, 2025, meeting.

- ❖ Discussion / Approval to transfer from the General Fund to the Pension fund the amount levied of \$390,000.00 was discussed, Trustee Mueller made a motion to transfer the levied funds and was seconded by Trustee Bell; passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of the purchase the following items from Promos 911, for Fire Prevention and Education, custom plastic badge in the amount of \$1,419.99, fire hat key chain in the amount of \$684.56, mood arctic pencils in the amount of \$399.37 and fire safety themed stickers in the amount of \$155.55 was discussed, Trustee Mueller made a motion to approve the items for Fire Prevention and Education and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to purchase the following items from Promos 911, for Recruit and Retention, 500 16oz insulated travel cups in the amount of \$1,707.78 was discussed, Trustee Mueller made a motion to approve the purchase for Recruit and Retention and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to purchase 2 calibration kits for the Sensit Meters, Sensit Calibration Kit in the amount of \$754.00 and Sensit P400 in the amount of \$716.00 for an amount up to \$2,000.00 was discussed, Trustee Mueller made a motion to purchase the Sensit Meters not to exceed \$2,000.00 and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of the change order from Alexis for the ambulance remount in the amount of \$8,370.82 was discussed, Trustee Mueller made a motion to approve the change order and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Report given by Chief Self
 - Nothing to report.

- **PENSION BOARD:**

- ❖ Discussion by Chief Self
 - Still working on making a large transfer with combining the funds from the Charles Schwab account.

- **FOREIGN FIRE INSURANCE BOARD:**

- Discussion given by Chief Self
 - Purchased a set of restraints for the stretchers.

- **CHIEF SELF'S REPORT**

- Personnel and Committees
 - Current employees
 - [Shift bidding completed on 11/5](#)
 - Recruits
 - [Started on shift 11/4 & 11/5](#)
 - [New hiring](#)
 - [Need to start the process on three new employees for 2026](#)
 - [Commissioners will give three names next week](#)
- Firehouse issues
 - Existing
 - [Duct cleaning-](#)
 - [See quotes](#)
 - New
 - Looking at ideas and needs
 - Need to know what if any administrative areas we need to include
 - [Survey given to trustees](#)
 - [Need to discuss it at a meeting](#)
 - Equipment needs for new house
 - Engine \$1,000,000↑
 - Brush Truck \$250,000 ↑
 - Tanker \$600,000
 - Ambulance \$500,000
 - EMS vehicle? \$85,000
- Apparatus
 - Current Apparatus

- New apparatus equipment
 - New Engine 1 arrives in 2025
- Equipment
 - SCBA buddy breathing
 - \$1200.00 to eliminate

• **ASSISTANT CHIEF BOLLETTA'S REPORT**

- Grants
 - AFG – Waiting for the Gov to open back up.
 - NHTSA - In progress
 - IPRF – Awarded \$14,628 for 2026.
 - DECO- Awarded \$58,157.90
 - OSFM – **Working on grant for this year, going for gear dryer.**
- Radio System/Radio's/Pagers/Computers
 - Starcom Radios
 - Waiting for radio ID for station alerting radio.
 - Waiting on ID block from the county.
 - Will be working on a new portable radio policy for the department.
 - Nothing new to report
- Training
 - Nothing new to report.
- Administration
 - DOD Skillbridge Program - Nothing new to report.
 - PTO is looking to do a fundraiser. Raffle off a ride to school in a fire engine.
 - Nothing new to report
- Apparatus
 - Engine 1
 - Engine 2 - **New discharge gauge, switch for cord reel ordered.**
 - Engine 3
 - Truck 1 - **Scene lights are in and will be installed soon.**
 - 3F26 – **Oil change completed, Ford recall being scheduled at Westtown Ford**
 - 3F27 – **New brakes installed, more work scheduled for next week.**
 - 3F28 – @ MacQueen for remount
 - 3F29
 - Brush 1 – Pump will need to be rebuilt over the winter, corroded and leaking.
 - Brush 2
 - Utility 1
 - Utility 2
 - Gator
- Other

• **DIVISION CHIEF BRAMLEY'S REPORT**

- We have switched to the new reporting system.
- AC and I have completed the inspector I course and are working on the completion of Inspector II
- Annual fire training is completed for the year.
- Lt. Follis is working on our new EMS training for the 2026 calendar year.
- Aha training is coming up, the department training will be held on January 12, 2026, after the business meeting.
- November 1st hazmat training we well.

- **CLOSED SESSION**

- ❖ Motion to go into Closed Session at 1829 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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- Closed session ended at 1832 hours. Nothing to report from closed session.

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 1833 hours was made by Trustee Mueller and was seconded Trustee Bell; motion passed.

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