

CHATHAM FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEE MINUTES  
January 13, 2026

- **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; Office Manager Stotts; FF/EMT B Leyva, and AHATCC Kari Leyva.
  - ❖ Absent were.
- **APPROVAL OF PREVIOUS MINUTES**
  - ❖ Open session minutes of December 9, 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

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

	<u>12/09/2025</u>	<u>01/13/2026</u>
United Community Bank M/M	\$ 204,948.95	\$ 60,703.74
Bank & Trust M/M	\$ 1,029,846.06	\$ 929,461.69
Bank & Trust Pension	\$ 541,170.98	\$ 882,145.20
Bank & Trust Equipment Reserve Fund	\$ 776,155.04	\$ 777,856.20
Bank & Trust Real Estate Fund	\$ 510,582.10	\$ 511,701.18
Bank of Springfield CD Investment	\$ 621,897.25	\$ 624,0244.55
Bank & Trust Death Benefit Supplement	\$ 20,844.55	\$ 20,890.24
Bank & Trust Foreign Fire Insurance Board	\$ 94,211.51	\$ 37,768.40
Bank & Trust Foreign Fire Insurance Board MM	\$ 35,717.49	\$ 35,798.22
Bank & Trust Donations & Memorial Fund	\$ 3,166.82	\$ 3,761.90
Chatham Fire Department Volunteer Account	\$ 8,341.73	\$ 8,341.73
Bank & Trust Foreign Fire Insurance Board CD	\$ 82,695.30	\$ 83,566.57

- **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

- **PUBLIC COMMENTS AND CONCERNS:**
  - ❖ No public comment.
- **OLD BUSINESS:**
  - ❖ No old business.

- **NEW BUSINESS:**

- ❖ Discussion / Approval of Vendors List was discussed; Trustee Mueller made a motion to approve the new vendor additions and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval for Assistant Chief Bolletta to attend the VCOC Conference January 16-17, 2026, with registration fee of \$70.00 and hotel accommodation of \$110.00 was discussed, Trustee Bell made a motion to approve Assistant Chief to attend the VCOC conference and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of the tuition reimbursement for Assistant Chief Bolletta in the amount of \$2,566.50 was discussed, Trustee Mueller made a motion to approve the tuition reimbursement for Assistant Chief and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of the position descriptions for the District Administrative Assistant and the American Heart Association Training Center Coordinator modifications were discussed. Trustee Mueller made a motion to approve the modifications to the position descriptions and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to purchase a rear control screen for replacement to the one in 3F27 in the amount of \$5,443.24 was discussed, Trustee Mueller made a motion to approve the purchase of the replacement screen and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to purchase three new AED's totaling \$5,060.40 was discussed, Trustee Perkins made a motion to approve the purchase of the three AED's and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to update and or add an SOG or memorandum regarding the transportation of district funds to authorized banking establishments was discussed, Trustee Mueller made a motion to approve the memorandum for transportation of district funds and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of purchasing a small SUV and club cab pick-up truck was discussed, Trustee Mueller made a motion to purchase a Chevy Trailblazer from Friendly Chevrolet in the amount of \$24,289.63 for regular daily admin and AHA usage and a Chevy Silverado in

the amount of \$43,402.63 with the addition of seat covers, bed liner and topper for department training use and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval for Office Manager Kashima Stotts to attend the AI Training for the Fire Service in Effingham, IL in the amount of \$20.00 for IFSAP members was discussed; Trustee Mueller made a motion to approve the training for Office Manager Stotts and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of decommissioning the repeater antenna from the tv tower at the school was discussed, Trustee Mueller made a motion to approve the decommissioning of the antenna and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to discuss the fitting for the G-1SCBA in the amount of \$1,115.80 was discussed, Trustee Perkins made a motion to purchase the fitting for the SCBA's and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of the start date for the administrative assistant contracted through Express Personnel was discussed, Trustees made a motion to approve the start date for Julie Rayhill on January 20, 2026.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to pay the catering in the amount of \$4540.00 with a tip to Hamiltons Catering for the 2025 holiday party was discussed; Trustee Mueller made a motion to approve the payment to Hamiltons and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to add a hot spot in the New Engine 1 at a price not to exceed \$2,079.25 was discussed, Trustee Mueller made a motion to approve adding the hot spot 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 Division Chief Bramley

- Meeting next month, Schwab accounts will be transferred and then we plan to approve transferring a large sum of money up north.
- **FOREIGN FIRE INSURANCE BOARD:**
  - ❖ Discussion given by FF/EMTP Suhling
    - New members were voted on; Grimm will now be a part of the board.
- **CHIEF SELF'S REPORT**
  - Personnel and Committees
    - Current employees
      - **AHA cell phone.**
    - Recruits
      - Three prospective members passed backgrounds and psychological evaluations.
      - Need to schedule physicals and hire two by February.
      - One prospective is in paramedic school. Request to delay hiring date to accommodate this, possibly July.
    - New hiring
      - **Part time office assistant**
        - Set to start in January
  - Training
    - **Instructor 1**
      - Signed up Stults, Bierworth, Bracher, and Kerr
      - Tuition free, time off for Stults and Bierworth
  - Firehouse issues
    - Existing
    - New
      - Looking at ideas and needs
      - **Sinclair will come meet us in qtr. 1 2026 to discuss options on construction.**
        - **Need to pick a date.**
    - Equipment needs for new house
      - Engine \$1,200,000↑- **2028-2029**.
      - Brush Truck \$300,000 ↑- **2028-2029**
      - Tanker \$700,000- **2027-2028**
      - Ambulance \$500,000- **3F27 refurb- 2027-2028**
      - EMS vehicle? \$85,000
  - Apparatus
    - Current Apparatus
      - **3F26 leaking shock, going in this week for warranty work.**
      - **E3 front emergency lights fixed again.**
    - New apparatus equipment
      - **New Engine 1 arrived and is in training.**
      - **Staff wants to have a public reception with a push-in**
  - Equipment
    - SCBA buddy breathing
      - \$1200.00 to eliminate.
  - Grants
    - Submitted a Fire Prevention grant application for a new sign out front.
      - Denied

- Miscellaneous
  - Awards ceremonies
    - Staff and members want to go to a yearly format in the Spring.
- ASSISTANT CHIEF BOLLETTA'S REPORT
  - Grants
    - AFG – In progress.
    - NHTSA - In progress
    - IPRF – Awarded \$14,628 for 2026.
    - DECO- Awarded \$58,157.90 – **We have been eliminated in stage 2. We will reapply Q2 of 26.**
    - OSFM – In progress.
    - Firehouse Subs – **Denied Funding**
  - Radio System/Radio's/Pagers/Computers
    - Starcom Radios
      - Waiting on radio ID for station alerting radio.
        - **Finally received the 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 - **Training in progress.**
    - Engine 2 - **Cord reel needs repaired.**
    - Engine 3 – **Lights repaired.**
    - Truck 1 – **Aerial is Out of Service.** It can be used as an engine. Scene lights are in and will be installed once back from FRC.
    - 3F26 – **Liquid spring repair on Thursday.**
    - 3F27 – **Oil Change completed.** Front end shake, evaluating.
    - 3F28 – @ MacQueen for remount **Body** is in paint, will have pics next week. Lights may be issue.
    - 3F29 – **Repairs completed:** front end shaking will need serviced.
    - Command 1 – **Oil change completed.**
    - Brush 1 – **Fuel filter replaced.** Pumps will need to be rebuilt over the winter, corroded and leaking.
    - Brush 2 -
    - Utility 1 -
    - Utility 2 -
    - Gator – **Lighting upgraded in-house.**
  - Other
    - **Chaplain Update, 2, training?**
    - **Push in ceremony, blessing of the rig.**
      - Will work with Chaplains.
    - **Open House October 3<sup>rd</sup>**
      - Fire Prevention Week is “Charge into Fire Safety”: Li Ion batteries in your home.
      - Idea's

- **DIVISION CHIEF BRAMLEY'S REPORT**
  - ❖ 2026 Fire Training Schedule is out.
  - ❖ Discussion on District covering lunch for light and fights
  - ❖ Waiting on the EMS schedule it was held up with St. Johns, but we should have it soon.
- **CLOSED SESSION**
  - ❖ No closed session.
- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1919 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