

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	\$ 624,024.55
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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- ❖ 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
---------	-----	---------	-----	------	-----

- **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 3rd
 - 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
---------	-----	---------	-----	------	-----

Minutes by Office Manager Kashima Stotts