

CHATHAM FIRE PROTECTION DISTRICT
BOARD OF TRUSTEE MINUTES
March 24, 2026

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1737 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Bell; Trustee Mueller; Chief Self: Assistant Chief Bolletta; Division Chief Bramley; FF/EMT P Tatge; and Office Manager Stotts
- ❖ Absent were: Trustee Bell arrived at 1750 hours.

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of March 10,2026 were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	absent
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- **TREASURERS REPORT**

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

	<u>03/10/2026</u>	<u>03/24/2026</u>
United Community Bank M/M	\$ 39,822.45	\$ 66,898.43
Bank & Trust M/M	\$ 676,537.83	\$ 392,125.38
Bank & Trust Pension	\$ 53,724.67	\$ 64,629.69
Bank & Trust Equipment Reserve Fund	\$ 713,289.71	\$ 714,657.66
Bank & Trust Real Estate Fund	\$ 515,396.22	\$ 516,382.69
Bank of Springfield CD Investment	\$ 628,851.68	\$ 631,063.38
Bank & Trust Death Benefit Supplement	\$ 20,976.17	\$ 21,016.40
Bank & Trust Foreign Fire Insurance Board	\$ 37,121.86	\$ 37,121.86
Bank & Trust Foreign Fire Insurance Board MM	\$ 35,940.58	\$ 35,940.58
Bank & Trust Donations & Memorial Fund	\$ 4,219.86	\$ 4,228.20
Chatham Fire Department Volunteer Account	\$ 6,924.43	\$ 6,770.80
Bank & Truste Foreign Fire Insurance Board CD	\$ 83,566.57	\$ 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 Perkins; the motion passed.

Perkins	yes	Mueller	yes	Bell	absent
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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; there are no new vendors to add at this time.

- ❖ Discussion / Approval to pay The EMS Training School, LLC DBA(School of EMS) for online and in-person education tuition and books for FF/EMT Hunter Voss in the amount of \$8954.29 was discussed, Trustee Mueller made a motion to approve the payment to the School of EMS and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	absent
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- ❖ Discussion / Approval for Chief Self, Assistant Chief Bolletta and Division Chief Bramley to attend the Illinois Fire Chiefs Association Symposium in the amount of \$200.00 each and with hotel accommodation` in the amount of \$269.08 each for a total of \$1,386.24 from May 5-7, 2026 was discussed, Trustee Perkins made a motion to approve the Fire Chief Association Symposium for Chief, Assistant Chief and Division Chief and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	absent
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- ❖ Discussion / Approval to accept the resignation of Theresa Hulslander effective February 24, 2026, was discussed, Trustee Perkins made a motion to accept the resignation of Theresa and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of hiring as a part-time employee, Julie Rayhill, working 24 hours a week Tuesday through Thursday weekly with a part-time employee benefit package effective April 7, 2026, was discussed, Trustee Muller made a motion to hire Julie effective the 7th of April and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to renew the membership for Office Manager Kashima Stotts and AHATC Kari Leyva with the Illinois Fire Administrative Professional and to enroll as a new member Admin Assistant Julie Rayhill in the amount of \$50.00 for a total of \$150.00 was discussed, Trustee Mueller made a motion to approval the renewal and addition of memberships and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to purchase new hire administrative assistant polo shirts and dress uniform shirts for Admin Assistant Julie Rayhill from DNR Apparel was discussed, Trustee Mueller made a motion to approve the purchase of uniform items for the admin assistant and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to sell surplus items listed in the Assistant Chiefs notes was discussed, Trustee Perkins made a motion to approve the selling as a package deal in an auction and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval for Division Chief Bramley to attend the Fire Investigator Course in Champaign in the amount of \$2,500.00 with the cost of lodging and fuel reimbursement June 22-26, 2026, July 6-10, 2026, and July 10-24, 2026, was discussed Trustee Mueller made a motion to approve the training request for Division Chief Bramley to attend Fire Investigator Course and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval of purchasing tires for Truck 1 in the amount of \$8,078.66 and Tanker 1 in the amount of \$7,536.00 was discussed, Trustee Mueller made a motion to approve the purchase of tire for the Truck and the Tanker 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
 - Will be doing promotional testing in the summer.
 - Will be doing new hiring testing in the fall of this year.

- **PENSION BOARD:**

- ❖ Discussion by Division Chief Bramley
 - Resigned member Jeffery Bone received his payout of his pension contributions.
 - Working on changing signature card for account to add Division Chief

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by FF/EMTP Suhling
 - Working on development of training program for ice rescue.

- **CHIEF SELF'S REPORT**

- Personnel and Committees
 - Current employees
 - Would like to enter into negotiations with Julie for a part-time contract with the district.
 - New hiring
 - All three Chiefs are going to the IAFC/IAFPD legislative day 3/25/2026
 - Chief Self testifying on the trustee compensation bill on 3/26/2026 at the capital, 8:00 am
- Training
 - TIMS course Auburn Fire 3/26/2026 6:00-10:00 pm
- Firehouse issues
 - Existing
 - Roofing project ongoing
 - Bathroom installation ongoing
 - New
 - Looking at ideas and needs
 - Looking at plots
 - Equipment dispersal
 - Safety house
 - Engine

- [Trailer](#)
 - 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- 2028-2029
 - EMS vehicle? \$85,000
 - Apparatus
 - Current Apparatus
 - [Engine 2 & 3 frame rails](#)
 - New apparatus equipment
 - Equipment
 - [Damage to Holmatro extrication equipment](#)
 - Grants
 - Working on the Highway Safety Plan (Safe Streets for All grant \$120,000)
 - Joe is working with exhaust extraction manufacturer (AFG grant \$90,909)
 - Sent a grant application through Rep. Budzinski's office to USDA for new firehouse and training center [DENIED](#).
 - [IDOT grant for electronic alerting system \(HAAS system\), will be applying.](#)
[Application deadline 4/10](#)
 - Miscellaneous
 - [Camp I Am Me sponsorship \(in folder\)](#)
 - [Compass in for insurance proposal](#)
 - [Commissioner Hoskinson wishes to be re-appointed.](#)
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- **ASSISTANT CHIEF BOLLETTA'S REPORT**
 - Grants
 - AFG – In progress.
 - NHTSA - In progress
 - IPRF - In-Progress.
 - OSFM – Nothing new to report
 - Radio System/Radio's/Pagers/Computers
 - Starcom Radios
 - Will be working on a new portable radio policy for the department.
 - GTSI tower climb
 - Nothing new to report. Waiting on weather.
 - 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 – Small coolant leak on cab heater line. Arrow stick issue, Legacy will be here 3/25.](#)
 - [*Engine 2 – Frame was evaluated at Spaeth Welding. Currently it is in reserve status, cord reel needs repaired.](#)
 - [*Engine 3 – Frame was evaluated at Spaeth Welding. Is in worse condition than E2.](#)
 - Truck 1 – Aerial is Back in Service. They will be back down to finish up. Have a minor air leak.
 - 3F26 / 3F27 – In Service nothing new to report

- 3F28 – Rig is making very good progress. We should see it by the end of April.
- 3F29 – Recall on computer system, recall currently on hold.
- Command 1 – Out of Service. Working thru electrical issues.
- Brush 1 – Will get pump packing repaired after B2 is repaired.
- Brush 2 – Lockwood Repair - waiting on pump to be delivered.
- Utility Vehicles –
- *Old Engine 1 – Dispose?
- *Old 3F28 Chassis – Dispose?
- *Smoke House – Dispose? Can work toward an ADA compliant option. Mush smaller footprint.
- *Utility Trailer – Dispose/Replace? Some interest in-house for it.
 - Downsize trailer.

Other

- Open House October 3rd
 - Fire Prevention Week is “Charge into Fire Safety”: Li Ion batteries in your home.
 - Idea’s?
- AV updates in training room
 - TV was replaced, waiting on 3rd wave to complete phase 2.
- MagneGrip – Working on preliminary plans, still looking at 60-90 days until install.
- CACC – I’ve been requested to teach a hazmat overview to the CACC EMS class and give insight on EMS in the fire service. I am willing to take a day off to accomplish this if needed. Thoughts?

• DIVISION CHIEF BRAMLEY’S REPORT

- ❖ July 25-26 Fire Setter Class will be held here at the department; we have few interested members.
- ❖ ESO is working itself out with the NEIRS System.
- ❖ Live fire training started 8 members going this Saturday and 10 went the previous Saturday.
- ❖ We have 2 members in instructor courses.
- ❖ AirOne is here working on the packs and removing the buddy breathers.
- ❖ In-person EMS training starts April 20 for hands-on.

• OFFICE MANAGER STOTTS REPORT

- Open enrollment for Health Insurance is May 1, 2026
 - We should have a seminar either in person or virtual to go over plan details mid-April. This is where we get the coverage rates per plan for the department.
- Still waiting to hear back from Illinois Public Risk Fund – For Workers Compensation Audit, sent requested payroll summary and 941’s to IPRF via email – They sent confirmation that the audit was completed and reviewed we were in align with prior years.
- Working on updating our current website. Hoping to get us cleaned up and user friendly as soon as possible. While doing so I found an error in approved minutes that we will need to make an amendment since they are a permanent record. Will place on the next agenda.
- Sent out letters for Mr. Bell to the county board members regarding his intent for the next 3 years.

- Reminder to complete Economic Interest Filers the deadline May 1, 2026.
 - Will send out reminders closer to April.
- Sent a plant arrangement on behalf of the department for the Rogers Family.
- Admin Training is continuing.
- **CLOSED SESSION**
 - ❖ No closed session during meeting.
- **ADJOURNMENT**
 - ❖ Motion to adjourn meeting at 1845 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