

CHATHAM FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEE MINUTES  
April 28, 2026

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1735 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Bell; Trustee Mueller; Chief Self: FF/EMT P Suhling; and Office Manager Stotts.
- ❖ Absent were: Assistant Chief Bolletta; Division Chief Bramley absent and Trustee Mueller arrived at 1645 hours.

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of April 14, 2026, were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- **TREASURERS REPORT**

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

|                                               | <u>04/14/2026</u> | <u>04/28/2026</u> |
|-----------------------------------------------|-------------------|-------------------|
| United Community Bank M/M                     | \$ 116,364.30     | \$ 234,203.30     |
| Bank & Trust M/M                              | \$ 357,841.38     | \$ 252,183.44     |
| Bank & Trust Pension                          | \$ 65,718.56      | \$ 71,181.08      |
| Bank & Trust Equipment Reserve Fund           | \$ 716,175.08     | \$ 700,560.42     |
| Bank & Trust Real Estate Fund                 | \$ 517,479.12     | \$ 470,006.85     |
| Bank of Springfield CD Investment             | \$ 629,495.46     | \$ 629,495.46     |
| Bank & Trust Death Benefit Supplement         | \$ 21,061.02      | \$ 21,061.02      |
| Bank & Trust Foreign Fire Insurance Board     | \$ 37,203.22      | \$ 37,203.22      |
| Bank & Trust Foreign Fire Insurance Board MM  | \$ 36,019.35      | \$ 36,019.35      |
| Bank & Trust Donations & Memorial Fund        | \$ 4,237.18       | \$ 4,564.78       |
| Chatham Fire Department Volunteer Account     | \$ 6,770.80       | \$ 9,719.60       |
| Bank & Truste Foreign Fire Insurance Board CD | \$ 84,427.88      | \$ 84,427.88      |

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

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

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | 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 Trustee Perkins made a motion to add Doghouse Creations to the vendors list and was seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
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- ❖ Discussion / Approval to transfer money from the Real Estate Reserve Fund for real estate purchase from June 1, 2025 through April 20, 2026 in the amount of \$22,478.51 to the main account was discussed, Trustee Perkins made a motion to transfer \$22,478.51 from the Real Estate Fund to the UCB Money Market main account and was seconded by Trustee Mueller; motion passed.

|         |     |         |     |      |     |
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| Perkins | yes | Mueller | yes | Bell | yes |
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- ❖ Discussion / Approval to transfer money from the Equipment Reserve Fund for equipment purchases from June 1, 2025, through April 20, 2026, in the amount of \$ 160,553.92 to the main account was discussed, Trustee Mueller made a motion to transfer \$160,553.92 from the Equipment Reserve Fund to the UCB Money Market main account and was seconded by Trustee Perkins; motion passed.

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|---------|-----|---------|-----|------|-----|
| Perkins | yes | Mueller | yes | Bell | yes |
|---------|-----|---------|-----|------|-----|

- ❖ Discussion / Approval of appointing Office Manager Kashi8ma Stotts as primary and Administrative Assistant Julie Rayhill as alternate as designee for the Freedom of Information act appointee was discussed, Trustee Mueller made a motion to approve appointing Kashima as primary and Julie as alternate and was seconded by Trustee Bell; motion passed.

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|---------|-----|---------|-----|------|-----|
| Perkins | yes | Mueller | yes | Bell | yes |
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- ❖ Discussion / Approval of appointing Office Manager Kashima Stotts as primary and Administrative Assistant Julie Rayhill as alternate appointee for the Open Meeting Act Office was discussed; Trustee Mueller made a motion to approve the appointment and was seconded by Trustee Bell; motion passed.

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|---------|-----|---------|-----|------|-----|
| Perkins | yes | Mueller | yes | Bell | yes |
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- ❖ Discussion / Approval of investigation and collection of unclaimed property from Office of the Illinois State Treasurer Michael W. Frerichs office in the amount of \$479.20 was discussed, Trustee Mueller made a motion to investigate and collect the funds and was seconded by Trustee Bell; motion passed.

Perkins            yes                      Mueller            yes                      Bell            yes

- ❖ Discussion / Approval of the stepping down from a Volunteer Firefighter Paramedic member to a Paid-on- Call Paramedic for Matthew Milner was discussed, Trustee Bell made a motion to approve the change in manpower and was seconded by Trustee Mueller; motion passed.

Perkins            yes                      Mueller            yes                      Bell            yes

- ❖ Discussion / Motion to amend the signed minutes of the August 22, 2023 minutes to add the hiring of Andrew Carrigan that was verbally discussed and approved during the meeting by did not get transcribed to the written minutes in error was discussed, Trustee Bell made a motion to approve the amendment of the August 22, 2023 minutes and was seconded by Trustee Mueller; motion passed.

Perkins            yes                      Mueller            yes                      Bell            yes

- ❖ Discussion / Approval of the amended minutes of the August 22, 2023, minutes was discussed, Trustee Bell made a motion to approve the minutes as amended for August 22, 2023, minutes and was seconded by Trustee Bell; motion passed.

Perkins            yes                      Mueller            yes                      Bell            yes

- ❖ Discussion / Approval to make payment to Alexis for the remount of 3F28 in the amount of \$260,957.32 was discussed, Trustee Mueller made a motion to approve the payment for the remount and was seconded by Trustee Bell; motion passed.

Perkins            yes                      Mueller            yes                      Bell            yes

- ❖ Discussion / Approval to accept the resignation of Volunteer Firefighter Paramedic Hannah Bingamon was discussed, Trustee Perkins made a motion to accept the resignation of Hannah and was seconded by Trustee Mueller; motion passed.

Perkins            yes                      Mueller            yes                      Bell            yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Report given by Chief Self
  - They had a quick meeting; however, the next few meetings may be longer due to Lieutenants promotional process starting.

- **PENSION BOARD:**

- ❖ Discussion by No Representative at meeting
  - Nothing new to report

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by FF/EMTP Suhling
  - Nothing new to report.

- **CHIEF SELF'S REPORT**

- Personnel and Committees
- Current employees
- New hiring
- We've been asked to present on YNOT at the IAFFD annual conference in June.
- Trustee compensation bill passed the House unanimously, referred to committee.
- Training
- Firehouse issues
- Existing
  - Roofing project completed, and there were a couple of leaks found during the recent monsoon.
  - Bathroom installation completed
- New
  - Looking at ideas and needs
  - Looking at plots
- Equipment dispersal
  - Need to declare the utility trailer, safety house, and 3F28 ambulance chassis surplus property next meeting.
- 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
- Equipment
- Grants
- Working on the Highway Safety Plan (Safe Streets for All grant \$120,000)
- Joe is working with exhaust extraction manufacturers (AFG grant \$90,909)
- IDOT grant for electronic alerting system (HAAS system), Application submitted.
- Miscellaneous
- Looking to possibly contract with Ed Canny for designing and implementing an inspection program
- ISO will be here June 8<sup>th</sup> 9:00 am, working on info for them.
- Closed

- **ASSISTANT CHIEF BOLLETTA'S REPORT**

- Grants
  - AFG – In progress.
  - NHTSA - In progress
  - IPRF - In-Progress.
  - OSFM – Nothing new to report
  - IDOT - E-Digital Grant Submitted
- Radio System/Radio's/Pagers/Computers
  - Starcom Radios

- Will be working on a new portable radio policy for the department.
  - GTSI tower climb
  - **Will be here May 11 for tower climb to remove old equipment and reinstall our antennas on the roof.**
- 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 – **AC not working properly. Has a known issue with the AC lines, Legacy will be here for repair**
  - Engine 2 –
  - Engine 3 –
  - Truck 1 – **Todd installed new emergency lights on the rear, rotators were going bad.**
  - Tanker 1 –
  - 3F26 –
  - 3F27 –
  - 3F28 – **Rig is delayed due to paint issue.**
  - 3F29 – Recall on computer system, recall currently on hold.
  - Command 1 – **Finally, back in service. New tires will be installed tomorrow.**
  - Brush 1 – Will get pump packing repaired after B2 is repaired.
  - Brush 2 – **Lockwood Repair - pump is in transit to Lockwood now.**
  - Utility Vehicles –

#### Other

- MagneGrip – **Tentative install schedule for the end of August.**
- **DIVISION CHIEF BRAMLEY'S REPORT**
  - ❖ Nothing to report.
- **OFFICE MANAGER STOTTS REPORT**
  - Open enrollment for Health Insurance is May 1, 2026
    - Local Government online seminar is on Wednesday; Julie and I will be sitting through it and will pass along any pertinent changes to Chief Self.
  - District Audit is still not completed for the 2024-2025 FY; I have asked our point of contact about completion of the audit twice March and once in April, Chief reached out and inquired as well.
  - We started Records retention; we are hoping to get through all records reviewed within the next two months. Then we will submit the request for destruction to the state. Long-term and permanent records will be scanned as we go through the boxes and save to a hard drive, so we satisfy the state's requirements.

- The error with the minutes was listed on the agenda for approval. Learned to never make that error again, it is a process to correct that will require me to pull the minutes from 2023 and place a copy with them for record.
- I reached out to vital records to see if we have outstanding Economic Interest filers. We have 2 filers outstanding . I sent an email to the members one responded immediately, and I sent the paper form to complete still waiting on the one member reach out to them tomorrow to remind them of the deadline of May 1, 2026.
- Admin Training is continuing.
- **CLOSED SESSION**
  - ❖ Motion to go into Closed Session at 1827 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 |
|---------|-----|---------|-----|------|-----|

  - Closed session ended at 1841 hours.
  - No action from the closed session.
- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1842 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