

CHATHAM FIRE PROTECTION DISTRICT
BOARD OF TRUSTEE MINUTES
July 14, 2026

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1735 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Mueller; Trustee Bell; Chief Self; Assistant Chief Bolletta; Division Chief Bramley and Office Manager Kashima Stotts.
- ❖ Absent were: None

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of Special Meeting held June 17, 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	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Open session minutes from June 23, 2026, were presented for approval. Motion to approve the minutes was made by Trustee Mueller and was seconded by Trustee Bell; motion passed.

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

- **TREASURERS REPORT**

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

	<u>06/23/2026</u>	<u>07/14/2026</u>
United Community Bank M/M	\$ 18,072.05	\$ 48,279.17
Bank & Trust M/M	\$ 2,916,675.60	\$ 2,767,493.74
Bank & Trust Pension	\$ 93,378.14	\$ 104,921.42
Bank & Trust Equipment Reserve Fund	\$ 263,073.93	\$ 277,693.02
Bank & Trust Real Estate Fund	\$ 373,377.58	\$ 374,093.65
Bank of Springfield CD Investment	\$ 634,613.03	\$ 634,613.03
Bank & Trust Foreign Fire Insurance Board	\$ 33,533.39	\$ 33,606.89
Bank & Trust Foreign Fire Insurance Board MM	\$ 36,165.05	\$ 36,244.32
Bank & Trust Donations & Memorial Fund	\$ 4,182.27	\$ 4,920.67
Chatham Fire Department Volunteer Account	\$ 9,462.56	\$ 9,384.31
Bank & Trust Foreign Fire Insurance Board CD	\$ 84,427.88	\$ 85,307.73

- **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	yes	Bell	yes
---------	-----	---------	-----	------	-----

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment.
- ❖ Removed item to review audit from agenda, was added in error.

- **OLD BUSINESS:**

- ❖ No old business.

- **NEW BUSINESS:**

- ❖ Discussion / Approval of Vendors List to add Eastern Fire Equipment Services was discussed Trustee Mueller made a motion to approve the addition of Central Equipment Rentals and was seconded by Trustee Bell; motion passed.

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

- ❖ Discussion / Approval to make a payment to McNeil & Co for the renewal of commercial insurance coverage in the amount of \$16,822.00 was discussed, Trustee Perkins made a motion to approve the payment to McNeil and was seconded by Trustee Mueller; motion passed.

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

- ❖ Discussion / Approval of making a final payment for year ending May 31, 2025, to Sikich CPA, LLC in the amount of \$7,000.00 was discussed, Trustee Mueller made a motion to make the final payment and was seconded by Trustee Perkins; motion passed.

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

- ❖ Discussion / Approval to make a payment in the amount of \$28,261.52 for the remainder of the FY2025 Quarter 3 payment to Illinois Department of Healthcare and Family Services was discussed, Trustee Mueller made a motion to approve the payment and was seconded by Trustee Bell; motion passed.

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

- ❖ Discussion / Review of closed session were discussed in closed session.

- ❖ Discussion / Approval to renew IamResponding for 1-year agreement in the amount of \$849.00 was discussed, Trustee Perkins made a motion to approve the renewal of IamResponding for a 1-year term and was seconded by Trustee Bell; motion passed.

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

- ❖ Discussion /Approval to purchase a preventative maintenance plan from Legacy Fire in the amount of \$7,500.00 was discussed, Trustee Perkins made a motion to approve the purchase of the maintenance program and was seconded by Trustee Mueller; motion passed.

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

- ❖ Discussion / Approval to purchase Dell Pro Rugged Tablet / Havis Dock mount for 3F28 in the amount of \$3,797.37 was discussed, Trustee Mueller made a motion to approve the purchase of the Dell Rugged Tablet / Havis Dock and was seconded by Trustee Bell; motion passed.

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

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Report given by Chief Self

- They have their regular meeting next week to go over submitted lieutenants' applications.
 - Once review of applications they will be putting together the seniority list and posting it the following day.

- **PENSION BOARD:**

- ❖ Discussion by Division Chief Bramley

- Need an invoice to reimburse the District or the Pension Funds portion of the audit payment.

- **FOREIGN FIRE INSURANCE BOARD:**

- Discussion given by Chief Self
 - Received the fire extinguisher kit in, Lt. Jacobs is working on training.

- **CHIEF SELF'S REPORT**

- Personnel and Committees

- Current employees
 - New hiring
 - [Meeting via Zoom with IAFPD and Senator Turner July 21 on the trustee compensation bill.](#)
[Hope to pass in veto session](#)

- Training

- [Several members want to sign up for FAE in Litchfield](#)

- Firehouse issues

- Existing

- Doors and lettering on front of firehouse

- [Got paint from Sherman Williams](#)

- [Ace Sign designing ideas](#)

- [See examples](#)

- New

- We are reviewing ideas and identifying needs.
 - We are evaluating potential sites.

- 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
 - Julie is working on policies for

- Grants

- We submitted a FEMA Fire Safety Grant application.
 - We are working on the Highway Safety Plan as part of the Safe Streets for All grant
 - [The exhaust extraction system installation is under construction.](#)

- We submitted an IDOT grant application for an electronic alerting system (HAAS).
- Miscellaneous
 - Budget Highlights
 - Sangamon County is looking to move to a digital paging system. Will possibly need to alter the department paging systems.
- 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
- DECCO –In-Progress

- Radio System/Radio's/Pagers/Computers

- Starcom Radios
 - Will be working on a new portable radio policy for the department.
- IPAD
 - CAD sign on
 - Will also be used for inspections.

- 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 – Repaired and In-Service, will need to add fans in the cab.
- Engine 2 – Goes for frame repair next week after E3 is done.
- Engine 3 – Goes for frame repair Monday.
- Truck 1 – Aerial needs serviced.
- Tanker 1 – Pressure sensor needs replaced. Sensor is in and will be repaired when serviced.
- 3F26 – Liquid Spring Issues, known issues, working on solution.
- 3F27 –
- 3F28 – Working on getting in service.
- 3F29 – Recall on computer system, recall currently on hold.
- Command 1 – Rust on driver side bed.
- Brush 1 – Pump repair in progress @ Lockwood.
- Brush 2 – Minor leak on pump, will be adjusted when B1 is back.
- Utility Vehicles –

Other

- MagneGrip – Installation has begun.

- **DIVISION CHIEF BRAMLEY'S REPORT**

- The Burn with Springfield Fire Department on July 10, 2026, went well.
- We have a burn coming up in September would the district be willing to cover lunch

- Discussion on the house we have to burn and what we need to do to get moving on scheduling, permits and training.

- **OFFICE MANAGER STOTTS REPORT**

→ Open enrollment ended for benefit elections with the Local Government Healthcare. New rates started July 1, 2026.

→ Record reviews for retired members and department members started this month. There has been a slight delay since I was out of the office most of June. Please take a few minutes to look at the beneficiary forms in your personnel records to guarantee they are up to date.

→ Julie and I have gone over the finalized out to discuss findings, she has begun addressing as many findings as we can in a short period of time since we now are starting the 2025-2026 Audit.

- One finding from the Audit was the reporting of the Unclaimed Property. We have identified that it was and has been reported incorrectly for years and will be correcting that error immediately. A list of reportable unclaimed property will be presented at the next meeting.

→ Records' retention has stopped; Julie is saturated with working on the current audit, and I have taken back all the relief tasks I assigned to her so that we can have a better audit year.

→ Our department submitted claim form to Illinois Treasurer ICash on April 29, 2026, and has not received a response.

→ Admin Training continues daily as we discuss contractual language and help her identify where items can be found for audit purposes.

→ Discussion on the proposal for return to office. If I could have few minutes of time in closed session.

→ I received confirmation that the Provident Group Life benefit was finalized today and Mrs. Sullivan should be receiving her payment within a few days. Her payment included interest, she will receive \$15,018.49.

- **CLOSED SESSION**

- Motion to go into Closed Session at 1909 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 1820 hours.
- No action from the closed session.

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 1940 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 & Administrative Assistant Julie Rayhill