

CHATHAM FIRE PROTECTION DISTRICT
BOARD OF TRUSTEE MINUTES
August 11, 2026

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1738 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Bell; Division Chief Bramley; FF/EMT P Suhling, Bierworth; Office Manager Kashima Stotts and Admin Assistant Julie Rayhill.
- ❖ Absent were: Assistant Chief Bolletta

- **Public Hearing – 30 mins**

- ❖ Annual Budget and Appropriations hearing commenced at 1735 hours and was open for public comment.
- ❖ The Annual Budget hearing concluded at 1805, with no public input.

- **APPROVAL OF PREVIOUS MINUTES**

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

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

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

	<u>07/28/2026</u>	<u>08/11/2026</u>
United Community Bank M/M	\$ 83,329.84	\$ 70,899.07
Bank & Trust M/M	\$ 2,681,379.46	\$ 2,636,297.78
Bank & Trust Pension	\$ 110,674.48	\$ 116,427.54
Bank & Trust Equipment Reserve Fund	\$ 277,693.02	\$ 368,602.11
Bank & Trust Real Estate Fund	\$ 374,093.65	\$ 374,093.65
Bank of Springfield CD Investment	\$ 636,302.01	\$ 636,302.01
Bank & Trust Foreign Fire Insurance Board	\$ 33,606.89	\$ 33,678.25
Bank & Trust Foreign Fire Insurance Board MM	\$ 36,244.32	\$ 36,321.28
Bank & Trust Donations & Memorial Fund	\$ 5,140.67	\$ 5,140.67
Chatham Fire Department Volunteer Account	\$ 11,634.22	\$ 11,634.22
Bank & Trust Foreign Fire Insurance Board CD	\$ 85,307.73	\$ 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
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- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment.

- **OLD BUSINESS:**

- ❖ Discussion / Approval of the following policies: Capitalization Policy, Fund Balance Policy; and Purchasing Policy was discussed; Trustee Mueller made a motion to approve the following policies as written: Capitalization Policy, Fund Balance Policy and Purchasing Policy and was seconded by Trustee Bell; motion passed

Perkins	yes	Mueller	yes	Bell	yes
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- **NEW BUSINESS:**

- ❖ Discussion / Approval of Vendors List to add Speech Welding 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
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- ❖ Discussion / Approval of the Tentative Budget and Appropriations Ordinance, June 1, 2026, through May 31, 2027, was discussed Trustee Mueller made a motion to approve the Tentative Budget and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to amend the approval amount for IamResponding from \$849.00 to \$1,314.00 was discussed, Trustee Mueller made a motion to approve the amendment to IamResponding and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to purchase Ready Rack Mobile Dryer, Ready Rack Mobile Dryer Coat Upright and Ready Rack Mobile Dryer Accessory Upright in the amount of \$8,060.00 utilizing IPRF Grant Funds was discussed, Trustee Perkins made a motion to approve the purchase of the Ready Rack Dryer in the amount of \$8,060.00 and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion /Approval to repair the left bedside arch panel of Command 1 with Auto Body MD in the amount of \$1,049.40 was discussed, Trustee Mueller made a motion to approve the repair with Auto Body MD in the amount of \$1,049.00 and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
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- ❖ Discussion / Approval to purchase 2.5 Gallon water can with supplies and installation equipment from Mac's Fire & Safety, Inc in the amount of \$1,020.40 was discussed, Trustee Mueller made a motion to approve the purchase of the 2.5 Gallon water can with supplies and installation equipment 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

- Meeting next week after the mandatory orientation will move forward those attendees.
 - September will be oral interviews and October we will hold the assessment center.
 - Will be looking at starting a New Hire Process
- **PENSION BOARD:**
 - ❖ Discussion by Division Chief Bramley
 - Pension paid their portion of the 2024-2025 Audit as well as the Bond to Compass Ins.
- **FOREIGN FIRE INSURANCE BOARD:**
 - Discussion given by FF/EMTP Suhling
 - Met today cases for iPads / Brackets purchased
 - Paid reimbursement of 50% for the fire extinguisher trainer.
- **CHIEF SELF'S REPORT**
 - Personnel and Committees
 - Current employees (Closed)
 - New hiring
 - Training
 - [Several members have signed up for FAE in Litchfield](#)
 - Firehouse issues
 - Existing
 - Doors and lettering on front of firehouse
 - 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
 - Billing Company: Want to sever ties with current on 12/1. Will need to advise by 9/1/2026
 - 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 complete, waiting for a new motor.](#)
 - We were awarded an IDOT grant application for an electronic alerting system (HAAS).
 - Miscellaneous
 - [Sangamon County is looking to move to a digital paging system. Will possibly need to alter the department paging systems.](#)
 - Closed
 - Voss
- **ASSISTANT CHIEF BOLLETTA'S REPORT**

- Grants
 - AFG – In progress.
 - NHTSA - In progress
 - IPRF - In-Progress.
 - OSFM –
 - IDOT – Shows we were awarded waiting on more information.
 - DECCO –In-Progress
- Radio System/Radio's/Pagers/Computers
 - Starcom Radios
 - Will be working on a new portable radio policy for the department.
- 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.
 - Will be 1 winner from each elementary school, tentatively ride will be in Sept.
- Apparatus
 - Engine 1 – In-Service
 - Engine 2 – At Spaeth Welding for repair.
 - Engine 3 – Repaired and in service
 - Truck 1 – In-Service
 - Tanker 1 – Pressure sensor needs replaced. Sensor is in and will be repaired when serviced.
 - 3F26 – In service.
 - 3F27 – In service.
 - 3F28 – Finally signed paperwork Monday and should be processing with state now.
 - 3F29 – Tire was replaced do to blow out. Recall on computer system, recall currently on hold.
 - Command 1 – On Agenda
 - Brush 1 - In Service
 - Brush 2 – In Service
 - Utility Vehicles –.

Other

- MagneGrip – Installation is 80% complete. Blower motor that was installed has issues and they will be replacing it. Spoke with Magnegrip and they are waiting for the blower motor to come in.
- Annual Service of apparatus was completed last week, E3 will be in service soon since we just got it back Monday.
- **DIVISION CHIEF BRAMLEY'S REPORT**
 - RTF training w/ CPD for the 3 shifts went great, would like to do another round to include the volunteers.
 - We have been having a lot of billing issues Division Chief discussed our billing company billing for a refusal.
- **OFFICE MANAGER STOTTS REPORT**
 - Received notification from two letters that were sent regarding uncleared check for services, Primo Design and Operators Engineers #965 will reissue checks to satisfy what we owe both vendors

- This year's audit is going well; we have submitted all requested information. Julie could speak about this if you have any questions.
- Waste Management issues again, I have information if you are interested in going with another vendor. We are under a contract that auto – renews, if we do want to wait to switch will have to send a letter asking them to terminate our services at the end of our contract June of 2027.
- Working on scanning current documents for records retention; new goal is to get all office documents scanned then work on upstairs files.
- Nothing new on our submission to Illinois Treasurer ICash for the \$479.20 owed to the District since I submitted the last requested information on July 29, 2026.
- Office Manager & Admin Training continues daily as we discuss contractual language, best practice and upcoming records retention. She trains me as much as I train her!
- **CLOSED SESSION**
 - Motion to go into Closed Session at 1831 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
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 - Closed session ended at 1859 hours.
 - No action from the closed session.
- **ADJOURNMENT**
 - ❖ Motion to adjourn meeting at 1859 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