CHATHAM FIRE PROTECTION DISTRICT
BOARD OF TRUSTEE MINUTES
September 8, 2026

- **CALL TO ORDER**
  - ❖ Meeting was called to order at 1732 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 from August 25, 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.

	08/25/2026	09/08/2026
United Community Bank M/M	$ 86,991.43	$ 79,579.05
Bank & Trust M/M	$ 2,702,332.19	$ 1,929,669.04
Bank & Trust Pension	$ 110,678.93	$ 116,349.33
Bank & Trust Equipment Reserve Fund	$ 361,983.72	$ 857,359.16
Bank & Trust Real Estate Fund	$ 374,387.96	$ 574.387.96
Bank of Springfield CD Investment	$ 638,151.76	$ 638,151.76
Bank & Trust Foreign Fire Insurance Board	$ 21,683.25	$ 20,049.01
Bank & Trust Foreign Fire Insurance Board MM	$ 36,321.28	$ 36,398.40
Bank & Trust Donations & Memorial Fund	$ 4,666.21	$ 4,666.21
Chatham Fire Department Volunteer Account	$ 11,509.06	$ 11,509.06
Bank & Truste Foreign Fire Insurance Board CD	$ 85,307.73	$ 85,307.73

- **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

- **Surveys Received / Reviewed**
  - ❖ Review five surveys during the meeting.

- **PUBLIC COMMENTS AND CONCERNS:**
  - ❖ No public comment.

- **OLD BUSINESS:**
  - ❖ No old business.

- **NEW BUSINESS:**
  - ❖ Discussion / Approval of Vendors List were discussed, Trustee Mueller made a motion to add Magnegrip, Edward Caney, and Unified and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion / Approval to purchase a building sign with installation for the front of the building from Ace Sign Co. in the amount of $3,289.50 was discussed, Trustee Muller made a motion to approve the purchase of the sign and installation and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion / Approval for Chief Self to attend the First Due Conference with hotel accommodations, September 21-24, 2026, in the amount of $1,048.00 for the conference and $640.45 for hotel for a total of $1,688.45 was discussed, Trustee Muller made a motion to approve Chief Self attending the First Due Conference and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion / Approval of the updated Payroll Policy effective September 9, 2026, was discussed, Trustee Muller made a motion to approve the Payroll Policy and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion / Approval to make a payment to IFCA for the CFO Course in the amount of 4,550.00 was discussed Trustee Mueller made a motion to make a payment to the Illinois Fire Chief's Association for the Chief Fire Officer Course for Chief Self and was seconded by Trustee Bell ; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion / Approval to purchase a Dell table and docking station for 3F26 in the amount of 3,433.60 using the last of the IPRF funds ($3,051.11) and District Funds ($382.49) was discussed, Trustee Muller made a motion to approve the purchase of the Dell tablet and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion /Approval to send Lt. Damhoff to the 40-hour Gracie Humaita Medical Defense Instructor Certification Program held in Springfield September 21-29 in the amount of $3,200.00, Was discussed, Trustee Muller made a motion to approve the training for Lt. Damhoff and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

- **BOARD OF FIRE COMMISSIONERS:**
  - ❖ Report given by Chief Self
    - Interview will be held on September 9th.

- October will be the assessment center and November the written test, final list should be posted in December.

- **PENSION BOARD:**
  - ❖ Discussion by Division Chief Bramley
    - Getting Bone's payout information for the auditors from the accountant and will look into transferring money.

- **FOREIGN FIRE INSURANCE BOARD:**
  - Discussion given by FF/EMTP Suhling
    - Nothing new to report.

- **CHIEF SELF'S REPORT**
  - Personnel and Committees
  - Current employees
    - Lt interviews tomorrow, scores come out after Commissioner's mtg next Tuesday.
  - New hiring
    - Will be testing after negotiations conclude.
  - Training
  - Firehouse issues
    - Existing
      - Kitchen: will need to be bid. FFPM Bose had a design template.
      - New
        - We are reviewing ideas and identifying needs.
        - We are evaluating potential sites.
    - Equipment needs for new house
      - Engine $1,200,000↑- 24–28-month lead time 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
      - Need to decide what to do with old Engine 1.
      - Would like to schedule Truck 1 for a refurb in early 2027. Will have to be an RFP. Legacy is redoing their bid; Asst. Chief will send requests to others after receiving it.
  - Equipment
  - Grants
    - We submitted a FEMA Fire Safety Grant application. (waiting, late Sept in 2025)
    - We are working on the Highway Safety Plan as part of the Safe Streets for All grant.
      - Talked to the company working with Sangamon County about our plan, they are looking it over on the Sangamon grant for discrepancies. Their charge will fall under the bidding threshold if we choose to have them do a complete review.
    - 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.
- Started a fall prevention program designed for seniors along with the AHATC coordinator. All assisted living centers will be the litmus test, will branch out to in-home later.
- Received a demo for Tyler technologies reporting platform. It has all that ESO does and is user friendly.

- Closed

- **ASSISTANT CHIEF BOLLETTA'S REPORT**
- Grants
  - AFG – In progress.
  - NHTSA - In progress
  - IPRF - In-Progress. Gear Dryer was delivered and in-service.
  - OSFM –
  - IDOT – Shows we were awarded waiting on more information grant site is down.
  - DECCO –In-Progress - Currently researching cardiac monitors.
  - Caseys – Received $500 grant toward computer replacement in remaining ambulances.
- 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 0715 on Sept 22, 23, and 24.
- Apparatus
  - Engine 1 – In-Service
  - Engine 2 – At Spaeth Welding for repair. Still will be at least two weeks.
  - Engine 3 – In-Service
  - Truck 1 – Aerial Out of Service, Rams for extending and retracting need rebuilt. Legacy will be coming down to get it.
  - Tanker 1 – In-Service
  - 3F26 – Goes to Schultz tomorrow for rotors.
  - 3F27 – In-Service
  - 3F28 – STILL WAITING – SOS shows title was issued 9/2 we should see it any day.
  - 3F29 – In-Service for now, has been reported that the transmission is shifting hard.
  - Command 1 – In-Service. Body work scheduled
  - Brush 1 - In-Service
  - Brush 2 – In-Service
  - Utility Vehicles – In-Service

Other

- MagneGrip – Installation is 100% complete.

- **DIVISION CHIEF BRAMLEY'S REPORT**
  - ❖ Fall light and fights.
  - ❖ RTF training OCT 12th 1830hrs.

- ❖ Training opportunities with SFD
- ❖ Week 1: October 12, 13, and 14th
    - Monday, October 12th our 2nd shift will conduct in Vent, Enter, Isolate, Search drills at 0800, 1000, 1300, and 1500 hrs.
    - Tuesday, October 13th our 3rd shift will conduct Ventilation training at 0800, 1000, 1300, and 1500 hrs.
    - Wednesday, October 14th our 1st shift will conduct life fire evolutions at 0730, 0900, 1030, and 1200 hrs. A full burndown of the apartment complex will conclude the noon course and will also be open to all MABAS 48 departments with SFD instruction on exposure protection, deck gun operations, and aerial operations for exposure protection (if needed)
- ❖ Week 2: October 19, 20, and 21st
    - Monday, October 19th our 3rd shift will conduct in Vent, Enter, Isolate, Search drills at 0800, 1000, 1300, and 1500 hrs.
    - Tuesday, October 20th our 1st shift will conduct Ventilation training at 0800, 1000, 1300, and 1500 hrs.
    - Wednesday, October 21st our 2nd shift will conduct life fire evolutions at 0730, 0900, 1030, and 1200 hrs. A full burndown of the apartment complex will conclude the noon course and will also be open to all MABAS 48 departments with SFD instruction on exposure protection, deck gun operations, and aerial operations for exposure protection (if needed)
- ❖ Week 3: October 26, 27, and 28th
    - Monday, October 26th our 1st shift will conduct in Vent, Enter, Isolate, Search drills at 0800, 1000, 1300, and 1500 hrs.
    - Tuesday, October 27th our 2nd shift will conduct Ventilation training at 0800, 1000, 1300, and 1500 hrs.
    - Wednesday, October 28th our 3rd shift will conduct life fire evolutions at 0730, 0900, 1030, and 1200 hrs. A full burndown of the apartment complex will conclude the noon course and will also be open to all MABAS 48 departments with SFD instruction on exposure protection, deck gun operations, and aerial operations for exposure protection (if needed)
- ❖ Working with FF Kerr to get the ice rescue training and SOP adopted

- **OFFICE MANAGER STOTTS REPORT**
    - Reissued the payment for two of the unclaimed / uncleared checks Primo Design and Operators once the newly issued checks clear, we will void the old check that was not received. We did get undeliverable letters sent back from Estes Bridgewater and Ogden upon further investigation we had already re-issued a check to them and it cleared so I voided the one that should have been voided and I was able to get in contact with Archibald Parker we will re-issue his check and this will take care of all unclaimed property for the department.

- We added the Donation & Memorial fund as an EFT to SAMS to help streamline the payments and avoid interest charges. We currently pay from the UCB account utilizing EFT.

- The union wants to know if we can do embroidery on one of the two long sleeve shirts they receive. This would be for daily were and not replace ceremony or public event attire.

- Still working on the records retention - 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.

- Christmas party planning committee met and the save the date has been sent – Chris will D.J. and we will have a Western Theme.

- Doghouse Creation can make ornaments – do you have any input for customized ornament?

- Office Manager & Admin Training continues daily.

- **CLOSED SESSION**
  - Motion to go into Closed Session at 1833 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 1908 hours.
    - No action from the closed session.

- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1908 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