CHATHAM FIRE PROTECTION DISTRICT
BOARD OF TRUSTEE MINUTES
September 22, 2026

- **CALL TO ORDER**
  - ❖ Meeting was called to order at 1730 hours.

- **ROLL CALL**
  - ❖ Present were Trustee Perkins, Trustee Mueller; Trustee Bell; Assistant Chief Bolletta; Division Chief Bramley; FF/EMT P Bierworth and Office Manager Kashima Stotts.
  - ❖ Absent were: Chief Self

- **APPROVAL OF PREVIOUS MINUTES**
  - ❖ Open session minutes from September 9, 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

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

	09/08/2026	09/25/2026
United Community Bank M/M	$ 79,579.05	$ 121,525.40
Bank & Trust M/M	$ 1,929,669.04	$ 3,747,080.10
Bank & Trust Pension	$ 116,349.33	$ 128,038.54
Bank & Trust Equipment Reserve Fund	$ 857,359.16	$ 712,216.37
Bank & Trust Real Estate Fund	$ 574,387.96	$ 575,468.91
Bank of Springfield CD Investment	$ 638,151.76	$ 640,195.96
Bank & Trust Foreign Fire Insurance Board	$ 20,049.01	$ 20,049.01
Bank & Trust Foreign Fire Insurance Board MM	$ 36,398.40	$ 36,398.40
Bank & Trust Donations & Memorial Fund	$ 4,666.21	$ 4,624.97
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 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

- **Surveys Received / Reviewed**
  - ❖ Review two 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, no new vendors to approve.

  - ❖ Discussion / Approval to renew the subscription of Office 365 with LRS in the amount of $5,338.00 was discussed, Trustee Mueller made a motion to approve the renewal of Office 365 and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion / Approval to purchase replacement clothing items for inventory and personnel from DnR Apparel and R' Hero's in an amount not to exceed $2,000.00 was discussed, Trustee Mueller made a motion to approve the purchase of clothing items not to exceed $2,000.00 and was seconded by Trustee Bell; motion passed.

    Perkins yes Mueller yes Bell yes

  - ❖ Discussion on funds collected for the charity event Fill the Boot hell on September 12, 2026, in the amount of $2,974.97 plus and additional $34.00 was discussed, no action taken.

- **BOARD OF FIRE COMMISSIONERS:**
  - ❖ Report given by Chief Self
    - Nothing to report.

- **PENSION BOARD:**
  - ❖ Discussion by Division Chief Bramley
    - Waiting to move money after the funds from the Levy are paid to the pension fund.
    - Received a FOIA sent to Lawyer they advised that several funds received the same request and provided a response to the request.

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

- **CHIEF SELF'S REPORT**
  - Nothing to report.

- **ASSISTANT CHIEF BOLLETTA'S REPORT**
  - Grants
    - AFG – In progress.
    - NHTSA - In progress
    - IPRF – Will be submitting for re-imbursement.
    - OSFM – Nothing to report.
    - IDOT – We will proceed 10/01 then file for re-imbursement.
    - 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.
- Will need to replace the last of the MDC's, end of life.
- In-House paging system failed again. System is at end of life as the company is out of business and is no longer supported. Will be researching more options.

- 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.
  - First Ride was today! Huge Success!
- Apparatus
  - Engine 1 – In-Service
  - Engine 2 – At Spaeth Welding for repair. Will be starting on it next week.
  - Engine 3 – In-Service
  - Truck 1 – Aerial Out of Service, at Legacy. Destructive tests will be conducted while up at Legacy. $1750 or less.
  - Tanker 1 – In-Service
  - 3F26 – Out of Service, new shock is faulty and will be replaced.
  - 3F27 – In-Service
  - 3F28 – In Service, minor condensation issue that will be covered under warranty.
  - 3F29 – In-Service
  - Command 1 – In-Service. Body work scheduled
  - Brush 1 - In-Service
  - Brush 2 – In-Service
  - Utility Vehicles – In-Service
- Other
  - Currently Evaluating cardiac monitors
  - Each monitor is being used for two weeks on the front ambulance with evaluations completed after each use.

- **DIVISION CHIEF BRAMLEY'S REPORT**
  - We have been given two school buses Nov 7th for extrication training. Training will take place at the school in the parking lot.
  - We have five guys going to FAE in November in Litchfield.
  - Asking if we have any movement on the house burn.

- **OFFICE MANAGER STOTTS REPORT**
  - I received notice that we will be issued payment for the Illinois Treasurer ICash in the amount of $479.20 plus interest owed to the District.
  - We have discussed in the past about creating a shirt that we are able to give to the public are you ok with me going ahead with the creation and presenting the shirt next meeting.
  - This year for the holiday party we are asking if we can invite the chiefs from the surrounding / mutual aid departments to our holiday party.
  - Do we have a timeline for administrative contract negotiations? Are you wanting us to work with Chief? Are we interested in providing a contract for our part-time administrative assistant?

- Still working on the records retention – I am about 50% through the billing drawer. scanning current documents for records retention; new goal is to get all office documents scanned then work on upstairs files.
- Bank & Trust found that when they originally counted the MDA funds, they had a miss-count, and they added an additional check.
- Office Manager & Admin Training continues daily.

- **CLOSED SESSION**
  - ❖ No closed session during meeting

- **ADJOURNMENT**
  - ❖ Motion to adjourn meeting at 1807 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