

**Germantown Hills Fire Protection District**  
**313 Prairie Avenue**  
**Germantown Hills, IL 61548**  
**309-383-4890**

**January 9, 2018 7:00 p.m.**

**Germantown Hills Fire Protection District Board:**

Present:

Randy Nash, President  
Bruce Mathes, Treasurer  
Brian Christensen, Secretary

Officers also present:

Chip Wilmot, Fire Chief  
Ed Madden, Asst. Chief  
Chad Dawson, Asst. Chief  
Lonnie Beckwith, Asst. Chief  
Ryan Williamson, Captain

**1. Call to Order and Roll Call-** President Randy Nash called the regular meeting to order at 7:05 p.m.

**2. Approval of Minutes-**The minutes from the last meeting were reviewed.

- 1) **Regular Meeting of December 5, 2017-**A motion was made by Bruce Mathes to approve the regular meeting minutes from December 5, 2017 as amended. The motion was seconded by Randy Nash. All yeas and no nays. **Motion passed #1.**

**3. Officers Report**

Chip Wilmot gave the run report and equipment repair report. The January training will be on communications. The annual Christmas dinner has been scheduled for Saturday, January 13, 2018.

Chad Dawson reported for the EMS training they will be bringing in guest speakers.

**4. Report from all Committees-None**

**5. Old Business**

- 1) **Discussion and possible action regarding the addition of a storm shelter to the fire department property.**

Ed Madden will bring a recommendation to the next meeting.

- 2) **Discussion and possible action regarding review of Germantown Fire Protection District salary ranges to determine if any changes are needed to keep the rates competitive.**

Chip Wilmot and Bruce Mathes will look at the numbers and bring back a rate schedule at the next meeting for the trustees to discuss. This would be effective for start fiscal year.

- 3) **Discussion and possible action regarding purchase of a new ambulance to replace Medic 1 due its deteriorating condition and high mileage.**

Ryan Williamson stated they had met with a representative from Crossroads Ambulance and discussed the upgrades. Randy Wolfe is working on getting something typed up so they can solicit bids. The board agreed to open the sealed bids at the March meeting. Chip Wilmot is working on a plan for when Medic 1 is down. They are looking to license the pickup truck and 1603 as first response vehicles.

## 6. New Business

- 1) **Discussion and possible action regarding filing certificate of exempt property status with the County Supervisor of Assessments for District owned real estate.**

Randy Nash will file the form with the County.

## 7. Human Resources

- 1) **Discussion and possible action regarding the creation of full-time Administrative Division Chief position.**

A job description has been put together for a Division Chief position. The board discussed the salary which includes an allowance for insurance but they are still looking at retirement plan options. Chip Wilmot has recommended 3 weeks of PTO which includes vacation and sick time each year. In addition, there would be 6 holidays that would be paid each year. Brian Christensen will investigate retirement options. Chip Wilmot and Bruce Mathes will discuss the salary range. Chip stated his goal is to make this effective February 1<sup>st</sup>. Randy Nash suggested a special meeting on January 23<sup>rd</sup> at 7:00 p.m. The agenda items for the Special Meeting will be creating the Division Chief position and appointment along with approving the updated sexual harassment policy.

- 2) **Discussion and possible action regarding appointment of new positions:  
-Division Chief, Ryan Williamson**

Deferred until the special meeting.

## 8. Treasurer Report

- 1) **Discussion and possible action regarding authorization of bills presented for payment**

A motion was made by Brian Christensen to approve the payment of the bills. The motion was seconded by Bruce Mathes. All yeas and no nays. **Motion passed #2.**

The board agreed to get the auditor to start looking at what needs to be done with the accounts if a change in process is implemented that is being proposed by the State.

**9. Secretary Report-**Brian Christensen reported the minutes have been posted on the website and the Annual Treasure's Report has been filed with the Woodford County Clerk.

**10. Correspondence-**None

**11. Review of Annual Schedule of Activities-**The annual schedule of activities was reviewed.

**12. Public Comments-**None

**13. Meeting Schedule-**The next meeting is on February 6, 2018 at 7:00 pm.

**14. Adjournment-**A motion was made by Brian Christensen to adjourn the meeting at 8:07 p.m. The motion was seconded by Bruce Mathes. All yeas and no nays. **Motion passed #3.**

Ann Sasso, Administrative Clerk