

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

Special Meeting

January 23, 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
Lonnie Beckwith, Asst. Chief
Ryan Williamson, Captain

Absent:

Chad Dawson, Asst. Chief

1. Call to Order and Roll Call- President Randy Nash called the special meeting to order at 7:00 p.m.

2. Old Business

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 changing the job title to Fire District Division Chief/Administrator. The board discussed the pay plan & related benefits, PTO, holidays, retirement plan, funeral leave, jury duty, travel and seminar policy. The board made some recommended changes. If approved this will be effective the first of February which will be prorated until start fiscal year.

Brian Christensen noted he had checked into a retirement plan option. The board discussed giving an allowance towards the employee doing his own retirement plan.

A motion was made by Brian Christensen to approve the creation of a full-time Fire District Division Chief/Administrator position with the recommended changes to the job description and compensation package effective February 5, 2018. The motion was seconded by Bruce Mathes. All yeas and no nays. **Motion passed #1.**

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

A motion was made by Bruce Mathes to approve the appointment of Ryan Williamson to Fire District Division Chief/Administrator. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #2.**

3. New Business

1) Discussion and possible action regarding the adoption of a policy prohibiting sexual harassment.

A motion was made by Bruce Mathes to approve the adoption of Ordinance #2018-01 and policy prohibiting sexual harassment. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #3.**

4. Public Comment-None

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

6. 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 #4.**

Ann Sasso, Administrative Clerk