

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

December 5, 2017 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
Chad Dawson, Asst. Chief
Ryan Williamson, Captain

Absent:

Ed Madden, Asst. Chief
Lonnie Beckwith, Asst. Chief

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

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

- 1) **Regular Meeting of November 7, 2017-**A motion was made by Bruce Mathes to approve the regular meeting minutes from November 7, 2017. 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 December training will be on self-contained breathing apparatus, completion of annual fit testing and sizing for new turnout gear. The annual Christmas dinner has been scheduled for Saturday, January 13, 2018.

Chad Dawson reported the EMS training is on GI and abdominal emergencies.

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.**

This was deferred as Ed Madden was not in attendance.

6. New Business

Discussion regarding posting of the Annual Treasurer's Report.

Aaron Phillips from Phillips, Salmi + Associates, LLC was in attendance to discuss the audit. The District is not technically required to complete an audit but the board has elected to do it more frequently. Aaron explained the audit and a potential change that could come in 2019 where the audit will need to be on an accrual basis. He noted it might be good to start putting together a listing of all of the fixed assets by spring in order to get a start on the requirements for 2019. The board discussed this process. Aaron also noted the need to start to put together some policy and procedures in place for the process of accounts payable to show the checks and balances.

The board discussed the possibility of the need to pay for a new ambulance to replace Medic 1 this next year and what the funds will look like.

Aaron noted the audit and comptroller report have been completed.

- 1) 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.**

The board discussed the current rates and agreed to have Chip Wilmot bring back a rate schedule at the next meeting for the trustees to discuss.

- 2) Discussion and possible action regarding setting the monthly meeting dates for 2018 Board of Trustees meetings.**

A motion was made by Bruce Mathes to approve the monthly meeting dates for the 2018 Board of Trustees meetings. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #2.**

- 3) Discussion regarding follow up on for the filing of the 2017-2018 Tax Levy Ordinance.**

Brian Christensen reported the Tax Levy Ordinance has been filed.

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

Chip Wilmot is working on a plan for the replacement of Medic 1 and will bring it to the next meeting for discussion.

- 5) **Discussion regarding posting of the Annual Treasurer's Report.**-This was already discussed.
- 6) **Discussion and possible action regarding the addition of a full-time administration position including job description review and job structure.**

Randy Nash reviewed a proposed job description for a full-time Fire Department Administrative position. Randy Nash noted the need for Chip Wilmot to come up with a job title, how much should be allowed for insurance and a proposed salary for discussion at the next meeting. The board agreed it would be a full-time position.

Bruce Mathes left at this time.

7. Human Resources

- 1) **Discussion and possible action regarding appointment of new positions:**

**Part Time, day-time paid firefighters Chase Jones and Jed Bauman
Volunteer firefighter Pat King**

A motion was made by Brian Christensen to approve Chase Jones as a part-time, day-time paid firefighter. The motion was seconded by Randy Nash. All yeas and no nays. **Motion passed #3.**

A motion was made by Randy Nash to approve Jed Bauman as a part-time, day-time paid firefighter. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #4.**

A motion was made by Brian Christensen to approve Pat King as a volunteer firefighter. The motion was seconded by Randy Nash. All yeas and no nays. **Motion passed #5.**

8. Treasurer Report

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

A motion was made by Randy Nash to approve the payment of the bills. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #6.**

9. Secretary Report-Brian Christensen reported the minutes have been posted on the website and Tax Levy Ordinance 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 January 9, 2018 at 7:00 pm.

14. Adjournment-A motion was made by Randy Nash to adjourn the meeting at 8:45 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #7.**

Ann Sasso, Administrative Clerk