

Germantown Hills Fire Protection District
313 Prairie Avenue
Germantown Hills, IL 61548
309-383-4890
April 6, 2021 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Randy Nash, President
Brian Christensen, Treasurer (Electronic)
Christopher Lee, Secretary

Absent:

Officers also present:

Chip Wilmot, Fire Chief
Chad Dawson, Asst. Chief
Ed Madden, Asst. Chief (Electronic)
Lonnie Beckwith, Asst. Chief
Ryan Williamson, Division Chief/Administrator (Electronic)

Absent:

Mark Shaw, Captain
Jai Windish, Division Chief-EMS

Kelly Thannum was also in attendance.

Brian Christensen and Ed Madden attended the board meeting by electronic means as per allowed by the Governor's Executive Order and the modification of the Open Meetings Act. The Fire Department was open for the public.

1. Call to Order and Roll Call- President Randy Nash called the regular meeting to order at 6:01 p.m. and roll call was taken.

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

- 1) **Regular Meeting of March 2, 2021-**A motion was made by Brian Christensen to approve the regular meeting minutes from March 2, 2021. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #1.**

3. Officers Report

Chief Wilmot gave the run report and equipment report. Chip Wilmot noted the calls are way ahead of last year.

Jai Windish is still having trouble with the Paramedic Billing Service (PBS). Brian Christensen noted Jai had sent him some options on the possibility of bringing the billing in house.

Ed Madden joined the meeting at 6:14 p.m. Ed noted the training will be on fire suppression.

4. Old Business

a) **Discussion and possible action regarding inquiring with the Eureka-Goodfield FPD to provide a complete recovery breakdown per the current contract for paramedic services.**

Brian Christensen noted he had talked with Jai Windish and based on the data Jai doesn't think it is worth the time and legal expense to pursue an inquiry. Ryan Williamson noted we are already having struggles with PBS and doesn't see it being worth the time.

Randy Nash noted we need to look at this as a learning experience as the board should have been looking closer at what they were doing.

The Board agreed to move on.

b) **Discussion and possible action regarding revisions to the paramedic job description and benefits.**

Jai Windish and Ryan Williamson had put together some options for the board to consider. Jai put together a PTO policy recommendation that was made based on the attorney's position.

Ryan Williamson noted a couple of scenarios that could create some issues. The board discussed.

Brian Christensen stated there are two issues. One is if an employee separates and the other is leftover days at the end of an employee's anniversary date.

The board agreed to use the policy Jai created but add that there is no carryover, and use it or get paid up to a maximum of 120 hours per year paid at regular rate. Brian will update the policy for consideration at the next meeting.

Randy Nash noted the Blue Cross/Blue Shield insurance is going up slightly but we don't have to do anything unless we want to make changes. The board agreed to let the policy renew as is.

c) **Discussion and possible action regarding developing an operating document for the GHFPD EMS department which defines roles and responsibilities for the staff.**

At the last meeting it was agreed that Jai Windish would lead the discussion with Ryan Williamson, Chad Dawson and Brian Christensen in order to put an operating document together identifying the EMS roles and responsibilities. This still needs to happen so this was deferred.

d) **Discussion and possible action regarding records retention and records storage for the GHFPD documents.**

The list is being worked on in order to pull all the changes into an updated list and submit it to the state to set up a meeting.

5. New Business

- a) **Discussion and possible action regarding using MS O365 for teams, digital document storage, file sharing for GHFPD electronic documents.**

Chad Dawson was not in attendance so this was deferred.

- b) **Discussion and possible action regarding GHFD annual employee compensation review.**

Ryan Williamson explained two documents he had put together. One was area compensation rates from other departments and the second was the compensation history for the Germantown Hills Fire Department. The board agreed we need to be competitive. Ryan Williamson will bring a recommendation to the board for consideration and approval.

- c) **Discussion and possible action regarding the worker's compensation insurance coverage.**

Brian Christensen noted the cost for the workers compensation has gone up with the additional personnel. Brian talked with Zobrist insurance in order to get a second opinion. Preliminary conversations are that we can't do anything until renewal in November and we have to give 60 days' notice that we are shopping the policy.

Lonnie Beckwith arrived at 7:10 p.m.

Brian Christensen recommended we move our current policy to a local agent.

Chad Dawson arrived at 7:14 p.m.

A motion was made by Brian Christensen to proceed to have IPRF agent of record to change from Tony Horton to Zobrist Agency/Unland Co. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #2.**

- d) **Discussion and evaluation of PBS billing services available reporting, payables practices, and contract review.**

This will be discussed next month.

6. Human Resources

There will be an employee leaving soon so the department is advertising for the opening.

7. Treasurer Report & Presentation of bills and payment of bills

- a) **Discussion and possible action regarding the 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 Christopher Lee. All yeas and no nays. **Motion passed #3.**

Brian Christensen noted the QuickBooks conversion has taken up a lot of time recently as things didn't convert. With the payroll program there's going to be a charge for the program plus an addition charge of \$4.00 a person per month. Brian stated because of the cost we may want to look at outsourcing the payroll.

Ann Sasso noted because of the overall cost we may want to look at a software program so that there is no cost other than the upfront cost and one maintenance fee per year.

Chad Dawson noted he had checked on the file sharing on-line option and the bundle may be \$1.00 more per employee per month. This would allow files to be shared in one location. Chad will confirm cost and bring it to the next meeting.

8. Secretary Report

a) Review upcoming key dates and submissions

The minutes have been posted to the website.

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

10. Correspondence-None

11. Public Comments-The Germantown Hills Chamber event is on May 1st. Hannah Drive will be getting some repairs done to a portion of it so it will be closed off for a short time. The meeting is on April 8th at the fire house to discuss the construction.

Randy Nash stated a lot of things have happened in the past 8 years and noted it is important to have a good fire department and ambulance service.

Chip Wilmot presented Randy Nash with a plaque for his dedication and service to the fire department for almost 8 years.

Randy Nash thanked everyone and stated it has been a fun experience.

12. Meeting Schedule-The next meeting is on May 4, 2021 at 6:00 pm.

13. Adjournment-A motion was made by Brian Christensen to adjourn the meeting at 7:55 p.m. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #4.**
Ann Sasso, Administrative Clerk