

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

**April 5, 2022 6:00 p.m.**

**Germantown Hills Fire Protection District Board:**

**Present:**

Christopher Lee, President  
Brian Christensen, Treasurer (Electronic)  
Kelly Thannum, Secretary

**Absent:**

**Officers also present:**

Chip Wilmot, Fire Chief (Electronic)  
Chad Dawson, Asst. Chief  
Lonnie Beckwith, Asst. Chief  
Ryan Williamson, Division Chief/Administrator  
Jai Windish, Division Chief-EMS  
Jed Bauman

**Absent:**

Mark Shaw, Asst. Chief

**1. Call to Order and Roll Call-** President Christopher Lee called the regular meeting to order at 6:00 p.m. and roll call was taken.

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

- a) **Regular Meeting of March 1, 2022-**A motion was made by Christopher Lee to approve the regular meeting minutes from March 4, 2022. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #1.**

**3. Public Comment on Agenda Items and Non-Agenda Items-None**

**4. Officers Report**

Chief Wilmot gave the run report and equipment report. The April training will be on water supplies. Chip continues to work on the specifications for 1602's replacement.

Kelly Thannum asked for justification and understanding as to why we are looking at the 1602 replacement.

Chip Wilmot noted it is for long term replacement planning.

The Fire District has begun retrofitting LED lighting in the station. The first phase in the bays is complete. The family Christmas dinner has been re-scheduled for May 21, 2022.

Chad Dawson reported he had ordered the copier but it is not in yet.

Chad Dawson is waiting on a solar quote. Ann Sasso spoke to a company that could give us a model for a system to see if it would work in regards to cost. She has not received the quote yet.

Chad Dawson stated he is still working on the image trend.

Lonnie Beckwith noted he is checking on the cost to seal the floor.

Jai Windish discussed the balanced billing and stated we are making some head way. Humana is going to review some of our claims.

## 5. Old Business

- a) **Discussion and possible action regarding developing an operating document for the GHFPD positions which defines roles and responsibilities for the staff.**

The documents aren't complete at this time. Jai Windish noted he had started it so it is a work in progress. The standard operating guidelines have some duties listed. Kelly Thannum asked if there was a way to have all of them completed by the next meeting. Staff will continue to work on the documents.

Jai Windish noted the standard operating guideline on spending only addresses the credit card limit at \$5,000. Kelly Thannum stated she would like to have a discussion on all spending limits.

- b) **Discussion and possible action regarding management of unpaid receivables aged to 120 days or greater.**

Jai Windish explained the proposed process on the unpaid receivables. T & H was recommended as the collection agency relative to the unpaid receivables.

A motion was made by Christopher Lee to approve having the threshold to pursue collection of unpaid receivables \$100 and higher. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #2.**

A motion was made by Christopher Lee to approve using T & H to pursue bills that are passed 120 days due. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #3.**

- c) **Discussion and possible action regarding solar energy estimates**

This was already discussed and will be updated at the next meeting.

## 6. New Business

- a) **Discussion and possible action for employee compensation for fiscal year 2022-2023**

Ryan Williamson had put together recommended compensation increases for the next fiscal year, which included a \$1.00 per hour pay scale increase and \$.50 merit increases for all existing personnel.

Brian Christensen proposed a possible year-end bonus based on how the district is operationally doing.

The board discussed and agreed there needed to be further discussion. This will be on the next agenda for discussion.

A motion was made by Christopher Lee to approve the \$1.00 pay scale increase and a \$.50 merit increase for all existing personnel effective May 1<sup>st</sup>. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #4.**

## **7. Human Resources-None**

### **8. Treasurer Report**

#### **a) Presentation of bills and payment of bills**

A motion was made by Christopher Lee to approve the payment of the bills. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #5.**

#### **b) Review of Financials**

The board discussed.

### **9. Secretary Report**

#### **a) Review upcoming key dates, submissions and annual schedule of activities**

The minutes have been posted to the website. The annual schedule of activities was reviewed.

#### **b) Review matters to be placed on the agenda for the next meeting**

The items for the next agenda were discussed.

## **10. Correspondence-None**

## **11. Meeting Schedule-The next meeting is on May 3, 2022 at 6:00 pm.**

## **12. Adjournment-A motion was made by Christopher Lee to adjourn the meeting at 7:50 p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. Motion passed #6.**

Ann Sasso, Administrative Clerk