

**Germantown Hills Fire Protection District**  
**313 Prairie Avenue**  
**Germantown Hills, IL 61548**  
**309-383-4890**  
**August 3, 2021 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  
Chad Dawson, Asst. Chief  
Mark Shaw, Asst. Chief  
Lonnie Beckwith, Asst. Chief  
Jai Windish, Division Chief-EMS (Electronic)

**Absent:**

Ryan Williamson, Division Chief/Administrator

Brian Christensen and Jai Windish 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 Christopher Lee called the regular meeting to order at 6:08 p.m. and roll call was taken.

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

- a) **Regular Meeting of July 6, 2021-**A motion was made by Christopher Lee to approve the regular meeting minutes from July 6, 2021. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #1.**

**3. Officers Report**

Chief Wilmot gave the run report and equipment report. The August training will be on an aerial operations course presented by the Illinois Fire Service Institute. The Association is discussing whether or not to do the Halloween event this year.

Jai Windish reported the billing is ready to start with the fire claims going out tomorrow.

Chad Dawson stated they upgraded the server and computer. The server was donated to the District.

Mark Shaw noted along with the aerial training they are doing basic operations training on August 23<sup>rd</sup>.

Lonnie Beckwith noted he has been working on building and vehicle maintenance.

#### 4. Old Business

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

Chip Wilmot stated they are still working on this and hope to have it for the September meeting.

- b) **Discussion and possible action regarding development of the budget for the FY 2021-2022 Budget and Appropriations Ordinance**

Brian Christensen discussed the proposed Budget and Appropriations Ordinance. The new attorney had a recommended format. The public hearing will be at the September meeting.

- c) **Discussion and possible action regarding GHFPD billing practices**

Jai Windish reported on the revenue and aging. PBS is falling behind on the revenue reporting and are not being responsive. Eureka and Roanoke Departments also use them and are also probably not aware of this issue. Jai sent a memo to the board with policy information that needs to be discussed and considered. Jai would like to see the resident vs. non-resident fee eliminated and if the board would want to create a discount to do it on the back end. Jai reviewed some options with the board along with explaining the billing collection options.

A motion was made by Christopher Lee to accept the proposal by Jai Windish in regards to the following billing practices:

- 1). Elimination of the dual rates for residents and non-residents
- 2). Increase the fees for FY 2021-2022, as follows

Service Line	Fee
<b>Basic Life Support</b>	\$ 750.00
<b>Advanced Life Support 1</b>	\$ 850.00
<b>Advanced Life Support 2</b>	\$ 1,000.00
<b>Mileage</b>	\$ 20.00

- 3). Include a flat fee in-district discount of \$150 on the balances not covered by the insurance company.

4). Continue to maintain the option of using an agency for collections on balances that remain outstanding at the end of a billing cycle. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #2.**

**5. New Business-None**

**6. Human Resources**

**a) Discussion and possible action regarding the addition of Victor Garza for part time Firefighter/EMT**

A motion was made by Christopher Lee to approve Victor Garza for the part time Firefighter/EMT. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

**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 Christopher Lee to approve the payment of the bills. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #4.**

**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-None**

**12. Meeting Schedule-**The next meeting is on September 7, 2021 at 6:00 pm.

**13. Adjournment-**A motion was made by Christopher Lee to adjourn the meeting at 7:18 p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #5.**

Ann Sasso, Administrative Clerk