

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

December 3, 2019 7:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Randy Nash, President
Brian Christensen, Treasurer
Gary Hull, Secretary

Absent:

Officers also present:

Chip Wilmot, Fire Chief
Chad Dawson, Asst. Chief
Ryan Williamson, Division Chief/Administrator

Absent:

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

Also, in attendance:

Christopher Lee, Future Board member

1. Call to Order and Roll Call- President Randy Nash called the regular meeting to order at 7:02 p.m. and roll call was taken.

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

- 1) **Regular Meeting of November 5, 2019-**A motion was made by Brian Christensen to approve the regular meeting minutes from November 5, 2019. The motion was seconded by Gary Hull. All yeas and no nays. **Motion passed #1.**

Christopher Lee was in attendance and introduced as the new board member to take Gary Hull's place upon his resignation.

3. Officers Report

Chief Wilmot gave the run report and equipment repair report. The annual truck maintenance day is scheduled for January 25th. The December training will be on hazardous materials. The annual Christmas dinner is scheduled for January 4, 2020.

Chad Dawson noted the EMS training is on soft tissue.

4. Old Business

- 1) **Discussion and possible action regarding the bid specifications from the civil engineers on the potential parking lot improvements**
Ryan Williamson stated he will be waiting until January to reach out to the engineer to get things started on the parking lot improvements.

- 2) **Presentation of the annual audit by Phillips Salmi & Associates** Brian Christensen stated Aaron Phillips was in attendance to give the audit report. Aaron stated the fire department is on a cash basis and has paid off their long-term debt. There were no significant audit issues. He discussed the fund balances and a transfer from the ambulance fund to the general fund that will need to be done in order to pay back the general fund.
- 3) **Discussion and possible action regarding annual Treasurer's Report** Aaron Phillips noted the AFR is done and the Treasurer's Report is almost complete. He will get them to Brian Christensen once they are done.
- 4) **Discussion and possible action regarding 2020 regular monthly meeting dates**
A motion was made by Gary Hull to approve 2020 meeting dates and to have a starting time of 6:00 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #2.**

Deputy Jeff Boone was in attendance. Please see below under public comments.

5. New Business

- 1) **Discussion and possible action regarding possibly adding an additional person besides the trustees as an authorized signature for checks.**
Randy Nash explained periodically there are payments that need to go out in a timely manner so when two trustees are absent a second signature is needed. The board discussed and agreed in an emergency an extra person to sign the checks is needed.

A motion was made by Brian Christensen to approve adding Ryan Williamson, Division Chief/Administrator to be authorized to sign checks only when two trustees aren't available in an emergency. The motion was seconded by Gary Hull. All yeas and no nays. **Motion passed #3.**
- 2) **Discussion and possibly action regarding Gary Hull's resignation letter**
Gary Hull explained that things have changed in his life to where he will be unable to continue as a trustee for the fire department. He thought it would be awhile before he would retire and possibly move but things have moved faster than he thought.

Randy Nash thanked Gary for his contribution and willingness to serve. Christopher Lee has agreed to serve in Gary's place.

A motion was made by Randy Nash to accept Gary Hull's resignation. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #4.**

Randy Nash stated he sent the letter to Woodford County requesting Christopher Lee to be appointed to the vacancy on the Fire District Board left by Gary Hull. The appointment is on Woodford County's December agenda effective December 31, 2019.

6. Human Resources

- 1) Discussion and possible action regarding appointment of new positions: None**

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

Treasurer Brian Christensen gave an update on the treasurer's report and fund balances.

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

A motion was made by Brian Christensen to approve the payment of the bills. The motion was seconded by Gary Hull. All yeas and no nays. **Motion passed #5.**

8. Secretary Report

- 1) Gary Hull noted the October meeting minutes have been submitted for posting to the website.**
- 2) 2019-2020 Tax Levy Ordinance has been filed with the County Clerk**

9. Correspondence-None

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

11. Public Comments-Deputy Jeff Boone explained to the board that the Woodford County Sheriff's Deputies are seeking monetary donations for a Christmas Fundraiser for families living in Woodford County. The purpose of the fundraiser is to provide the children of these families with winter outerwear (such as coats, boots, gloves, hats, etc.) and if possible, toys and a food basket for the entire family.

12. Meeting Schedule-The next meeting is on January 14, 2020 at 6:00 pm.

13. Adjournment-A motion was made by Gary Hull to adjourn the meeting at 8:17 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #6.**
Ann Sasso, Administrative Clerk