

Germantown Hills Fire Protection District
313 Prairie Avenue
Germantown Hills, IL 61548
309-383-4890
December 1, 2020 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Randy Nash, President
Brian Christensen, Treasurer
Christopher Lee, Secretary

Absent:

Officers also present:

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

Absent:

Mark Shaw, Captain

Several members 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 6:00 p.m. and roll call was taken.

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

- 1) Regular Meeting of November 3, 2020-**A motion was made by Brian Christensen to approve the regular meeting minutes from November 3, 2020. 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. The annual truck maintenance day is scheduled for Saturday, January 30, 2021. The December training will be on detection and suppression systems.

Jai Windish reported on the billing and collections with the Medicare and Medicaid claims. Ryan Williamson explained the run summary report.

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.**

Randy Nash recommended deferring this until a decision is made on new counsel. This will give us some additional data and the new person can help formulate the request.

- b) **Discussion and possible action regarding the approval of 2020-2021 Tax Levy Ordinance.** Brian Christensen discussed the proposed tax levy. A motion was made by Randy Nash to approve the 2020-2021 Tax Levy Ordinance. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #2.**
- c) **Discussion and possible actions regarding preparation and submission of the Annual Comptroller's Report.** Brian Christensen stated the auditor has filed an extension for the filing of the Annual Comptroller's Report.
- d) **Discussion and possible action regarding finding different council for the Germantown Hills Fire Protection District legal service requirements.** Brian Christensen is checking on this and will come back with a recommendation.

5. New Business

- a) **Discussion and possible action regarding records retention and records storage for the GHFPD.** The Fire Department has received a template of a record retention list and will need to make some revisions to the list to include all of the type of records within the department. Randy Nash will look at the list to see what trustee documents need to be added.
- b) **Discussion and possible action regarding the monthly Board of Trustees 2021 Meeting Dates.** A motion was made by Brian Christensen to approve the monthly Board of Trustees 2021 meeting dates. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #3.**
- c) **Discussion and possible action regarding adding additional personnel email access to fire district email server.** Randy Nash asked who in the department needs emails and which ones would need encryption. The board agreed to defer until this can be discussed with new counsel but for now to set up encryption for Chip, Ryan and Jai.

6. Human Resources

- a) **Discussion and possible action regarding:**
 - 1) Full-time EMT-Jed Bauman

A motion was made by Christopher Lee to approve Jed Bauman as a full-time EMT. The motion was seconded by Randy Nash. All yeas and no nays. **Motion passed #4.**

2) Full-time Paramedic-Phillip Smith

A motion was made by Randy Nash to approve Phillip Smith as a full-time Paramedic. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #5.**

3) Part-time Paramedic-Alexandriya Lindsey

A motion was made by Brian Christensen to approve Alexandriya Lindsey as a part-time paramedic. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #6.**

4) Resignation-Full-Time Paramedic-Rick Wolfe (12/12/2020)

Ryan Williamson explained that Rick Wolfe has resigned and has some PTO left. The board agreed to pay the 132 hours of PTO and the retirement payment earned to date.

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

a) 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 Christopher Lee. All yeas and no nays. **Motion passed #7.**

b) Discussion and possible action regarding the Annual Treasurers Report

The Annual Treasurer's Report has been published.

8. Secretary Report

a) Review upcoming key dates and submissions

Christopher Lee noted 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-Ann Sasso stated the PPE items the fire department needed to help with COVID-19 have been ordered and should be delivered soon. If there are additional funds available the fire department can let the village know of their needs.

12. Meeting Schedule-The next meeting is on January 5, 2021 at 6:00 pm.

13. Adjournment-A motion was made by Christopher Lee to adjourn the meeting at 7:19 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #8.**
Ann Sasso, Administrative Clerk