

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

**February 1, 2022 6:00 p.m.**

**Germantown Hills Fire Protection District Board:**

**Present:**

Christopher Lee, President  
Brian Christensen, Treasurer  
Kelly Thannum, Secretary

**Absent:**

**Officers also present:**

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

**Absent:**

**1. Call to Order and Roll Call-** President Christopher Lee called the regular meeting to order at 6:06 p.m. and roll call was taken.

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

- a) **Regular Meeting of January 4 2021-**A motion was made by Christopher Lee to approve the regular meeting minutes from January 4, 2021. 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 February training will be on auto extrication. The annual truck maintenance was completed on January 29, 2022. Chip continues to work on the specifications for 1602's replacement. The Fire District is exploring LED replacement lights for the interior light fixtures in the building. There's a small grant available through Ameren. The Christmas dinner was postponed. No new date has been set.

Mark Shaw noted the February training is auto extrication. He has one car for sure but is looking for a second one. He would like to focus on electrical vehicles.

Chad Dawson is looking into a solar system possibility for the Fire District and something that can be also used by the village. Chad is also working on getting quotes for a new copier. The board agreed to purchase a new copier and enter into a maintenance

agreement. Chad will proceed with finalizing the purchase and agreement. Chad Dawson is working on moving to Image Trend in order to integrate the reporting software for the EMS and Fire.

Jai Windish noted we had discussed the balanced billing last month and there's nothing new to report. He noted he had been approached about helping to coordinate a basic EMT class. He is hoping this would help with recruiting since advertising is not helping.

Mark Shaw noted there are a couple of trainings coming up. Jed Bauman did a farm medic training.

Ryan Williamson stated he and Jai Windish are trying to gather information on pay rates. Some areas are reluctant to share the information but the goal is not to take their employees but to make sure we are being competitive with the area. Ryan noted he is just trying to keep the schedule full.

## 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.**

Chip Wilmot stated not much has been done since the last meeting but the issue has been timing. Christopher Lee stated he would like to see the information soon.

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

Jai Windish stated some of the accounts are getting out there a ways and needs to know the boards feelings on trying to collect on the past due accounts. With PBS, the past due fees were not pursued. Jai estimated 95% are people within the Fire District. The board had consensus that we need to pursue the accounts and try to collect. Jai Windish will put together a draft policy along with a recommendation of a collection agency for the next meeting.

## 6. New Business

- a) **Discussion and possible action regarding update of Policy #2007b**

This policy is the spending policy for the credit card. Ryan Williamson will look closer at the policy and send it to Christopher Lee for review.

- b) **Discussion and possible action regarding acceptance of auditor's report of Germantown Fire Protection District**

The annual audit was presented to the board.

A motion was made by Brian Christensen to accept the auditors report for FY 20-21 for the Germantown Fire Protection District and place the document into record. The motion was seconded by Kelly Thannum. All yeas and no nays.

**Motion passed #2.**

**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 #3.**

**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. The statement of economic interest was discussed.

**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 March 1, 2022 at 6:00 pm.

**12. Adjournment-A motion** was made by Christopher Lee to adjourn the meeting at 7:30 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #4.**

Ann Sasso, Administrative Clerk