

**Germantown Hills Fire Protection District**  
**313 Prairie Avenue**  
**Germantown Hills, IL 61548**  
**309-383-4890**  
**February 6, 2024 6:00 p.m.**

**Germantown Hills Fire Protection District Board:**

**Present:**

Christopher Lee, President  
Kelly Thannum, Secretary

**Absent:**

Bruce Mathes

**Officers also present:**

Chip Wilmot, Fire Chief  
Mark Shaw, Asst. Chief  
Jai Windish, Division Chief-EMS  
Ryan Williamson, Division Chief/Administrator

**Absent:**

Chad Dawson, Asst. Chief  
Kevin Meyer, Asst. Chief

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

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

- a) **Regular Meeting of January 9, 2024-**A motion was made by Christopher Lee to approve the regular meeting minutes from January 9, 2024. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #1.**

**3. Public comments on Agenda and Non-Agenda Items and Correspondence - None**

**4. Officers Report**

Chief Wilmot gave the run report and equipment report. There was nothing to report on Personnel.

The annual truck maintenance was completed in January. Our engineering staff is reviewing the oil sample results on 1602, 1603, and Medic 1.

There was nothing to report regarding new equipment in service.

Chief Wilmot mentioned that there are some smaller departments interested in purchasing 1602. He reported that Bruce Mathes contacted our lawyer and determined that we GFFD may sell directly to another department if that choice is made. Discussion ensued regarding selling directly or selling 1602 through a closed bid auction.

Mark Shaw reported February training will be on Hazardous Material Awareness. Regarding progress with the Illinois Environmental Protection Agency issuance of needed burn permit: Mark is working with a new contact in the EPA. They are reviewing the needed paperwork, and he expects to hear back shortly. Chief Wilmot reported tentative burn dates of April 20 or April 27, 2024.

Mark Shaw reported about his Ice/Cold Water Rescue training in Wisconsin. The program provided was a hands-on, train the trainer experience. Mark Shaw is looking into needed gear for ice/cold water rescue for the department. Future plans include a tentative October or November classroom training for area departments followed by hand-on training as weather allows.

Chip Wilmot stated that we will be sending people to the Rescue Task Force meeting in March. The subject will be active shooter response. Our department will host in May.

Ryan Williamson reported that he placed an order in December 2023 for a Life Pac 15 cardiac monitor. Expected cost is approximately \$32,000. Expected delivery is December 2024.

Jai Windish reported that all but one outstanding VA claim is paid. He is still working on an older claim. Three claims (\$2151.16 total) were aged out and sent to collections.

Intercept agreements were revised and sent out.

As of the meeting we still haven't received GEMT Q1 and Q2 invoices for 2023. Jai continues to work on finding a contact person. Jai suggested that we make an estimated payment. Chris Lee and Kelly Thannum agreed with that strategy. Jai Windish suggested making a payment of \$20,000 based on an estimate of \$21690.05. Jai Windish will draft a letter.

## 5. Old Business

### a) **Discussion and possible action regarding Decennial committee's activities.**

Chris Lee and Kelly Thannum discussed the possibility of sending a report of efficiency activities in which the department is currently involved. Chris Lee wished to wait to submit the report.

Kelly Thannum shared that the current Rules and Regulations were not in use and needed to be updated. Discussion ensued. It was noted that the book of SOPs and SOGs kept in the office was the most current and that the best course of action would be to set a schedule to update the SOPs and SOGs from that book. Kelly Thannum asked to stay on as a member of the Decennial Committee after her Board Secretary term expires in April. This was agreed upon.

### b) **Discussion and possible action regarding bookkeeping and payroll services.**

Chris Lee gave a report from Bruce Mathes that QuickBooks is cleaned up and that future audits should be simplified. Ryan Williamson is receiving training to fill in for Ann Doubet.

### c) **Discussion and possible action regarding Paid Leave for All Workers Act.**

Ryan Williamson reported that his preliminary plan is to build out an Excel spread sheet to keep up with accrued paid time off. There is an assumption that employees are able to accrue up to 40 hours and carry over to the next year. The department's lawyer, Sheryl Churney will be contacted for clarification regarding:

- Volunteers
- Existing full/part time policy
- Expiration date of paid time off.

Jai will contact Bruce Mathes to pose these questions to our lawyer.

## 6. New Business

### a) **Discussion and possible action regarding Human Resources policies**

Chris Lee and Jai Windish discussed the need to update the Paid Leave for All Workers Act in our Human Resources policies. It was generally agreed that our HR policies needed to be updated in general. Ryan Williamson is charged with looking for best practices. Jai suggested that we start with a list of what we think we need and ask for suggestions.

## 7. Human Resources – None

## 8. 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 #2.**

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

Chris Lee noted that there was nothing out of line. Chip Wilmont and Bruce Mathes are starting budget talks.

## 9. Secretary Report

### a) **Review upcoming key dates and submissions**

Chris Lee and Kelly Thannum set a preliminary agenda for the March meeting. The minutes have been posted to the website.

**10. Meeting Schedule-**The next meeting is on March 5th at 6:00 pm.

**13. Adjournment-**A motion was made by Christopher Lee to adjourn the meeting at 7:30 p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

Kelly Thannum  
Secretary, GFPD