

**Germantown Hills Fire Protection District**  
**313 Prairie Avenue**  
**Germantown Hills, IL 61548**  
**309-383-4890**  
**February 2, 2021 6:00 p.m.**

**Germantown Hills Fire Protection District Board:**

**Present:**

Randy Nash, President (Electronic)  
Brian Christensen, Treasurer  
Christopher Lee, Secretary

**Absent:**

**Officers also present:**

Chip Wilmot, Fire Chief (Electronic)  
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

**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 6:02 p.m. and roll call was taken.

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

- 1) **Regular Meeting of January 5, 2021-**A motion was made by Randy Nash to approve the regular meeting minutes from January 5, 2021. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #1.**

**3. Officers Report**

Chief Wilmot gave the run report and equipment report.

Jai Windish had sent the trustees a transport revenue report. The patient chart that needed to be updated by Ricky Wolfe has been updated.

Ed Madden noted forceable entry training is scheduled for this month.

Ryan Williamson sent out the run report spreadsheet as Lonnie had updated some of the formulas.

Chad Dawson stated that the EMS training is CPR.

#### 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.**

The board agreed to defer until new counsel is in place.

- b) **Discussion and possible action regarding hiring new legal counsel for the Germantown Hills Fire Protection District-Klein, Thorpe & Jenkins, Ltd. as attorneys for the District's legal service.**

Brian Christensen presented a representation letter from the attorney which outlines the terms of services and costs. Randy Nash indicated he feels the District will get more engagement and guidance with the new attorney.

A motion was made by Brian Christensen to approve Klein, Thorpe & Jenkins, Ltd. as the Germantown Hills Fire Protection District attorneys for the District's legal services. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #2.**

Randy Nash noted he would draft a letter to be sent to Attorney Brady to thank him for his years of service and that his services would no longer be needed.

- c) **Discussion and possible action regarding records retention and records storage for the GHFPD documents.**

Ann Sasso has reviewed the list and will be adding the accounts payable items. Brian Christensen will review the list as the next step. We will then need to pull all the changes into an updated list

- d) **Discussion and possible action regarding adding additional personnel email access to fire district email server.**

Chad Dawson reported three individuals have now changed their emails as a part of the IA responding program. He is still looking into the encryption and has tried several times to talk to Heart Technology. Brian Christensen will get his tech to talk with Chad as a resource. Chad is still checking to make sure users have updated Target Solutions to their desired email.

- e) **Discussion and possible action regarding revisions to the paramedic job description and benefits.**

Jai Windish and Ryan Williamson will work on a PTO recommendation for the board to consider so this was deferred.

#### 5. New Business

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

Brian Christensen had this on the agenda as there's been a good job getting EMS up and running but it would be good to know the operating procedures and everyone's responsibilities and duties. Jai, Ryan and Chad will need to get together and sort out the responsibilities. Brian noted the need to make sure we are in a good position in the case of an audit.

Chip Wilmot was in attendance at the meeting at 7:00 p.m.

**b) Discussion and possible action regarding developing a contingency plan for payroll and bill paying if Ann is unavailable.**

Ann Sasso noted it has been discussed that she could cross train someone to do the payroll and bills. The board discussed. Ann will create a cheat sheet for the payroll and train Ryan Williamson in order to do payroll if she isn't available. Brian Christensen will be able to be trained to do the payables if needed.

**c) Discussion and possible action regarding converting to QuickBooks online from the current desktop version.**

Brian Christensen will investigate the costs and steps to convert QuickBooks to an online version.

**6. Human Resources**

Randy Nash stated his term is up in April and he will not be renewing. There's someone that might be interested so Randy will check on that. Christopher Lee thanked Randy for all of his service and investing in the community.

**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 Randy Nash to approve the payment of the bills. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #3.**

**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 March 2, 2021 at 6:00 pm.

**13. Adjournment-**A motion was made by Randy Nash to adjourn the meeting at 7:53 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #4.**  
Ann Sasso, Administrative Clerk