

Germantown Hills Fire Protection District
313 Prairie Avenue
Germantown Hills, IL 61548
309-383-4890
January 5, 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
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
Mark Shaw, Captain (Electronic)

Absent:

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 December 1, 2020-**A motion was made by Christopher Lee to approve the regular meeting minutes from December 1, 2020. The motion was seconded by Randy Nash. 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 January training will be on fire behavior and reading smoke. The annual Christmas family dinner has been postponed.

Target Solutions is up and running and Ryan did a great job. Ryan Williamson noted with Target Solutions there's an online sexual harassment training module for all personnel to do.

Mark Shaw stated they are also utilizing Target Solutions for pre-training.

Chad Dawson stated that the EMS training is on blood borne pathogens.

Jai Windish reported there was a patient chart needing a signature from Rick Wolfe. Rick stated he signed it but it wasn't being captured by the software. Brian will contact Rick about trying a second attempt.

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.**

Brian Christensen recommending tabling this until the District has decided on new counsel. Brian talked to a potential new attorney about the situation and she stated to make sure the District has all the data and documentation in order to put a letter together.

- b) **Discussion and possible actions regarding approval and submission of the Annual Comptroller's Report.**

Brian Christensen stated the auditor has filed the Annual Comptroller's Report and he has an electronic copy of the submission.

- c) **Discussion and possible action regarding finding different counsel for the Germantown Hills Fire Protection District legal service requirements.**

Brian Christensen has made some calls for a new attorney for the District. Brian reviewed the experience and knowledge for a potential candidate. Brian will discuss some additional questions with her before the next meeting and check on her availability to attend a special meeting so that everyone can be introduced and ask questions. She will be providing an engagement letter if approved as the District's new counsel.

Lonnie Beckwith arrived at 6:35 p.m.

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

The Fire Department had 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 and Ryan Williamson reviewed the list and made some revisions. Ann Sasso will review the list as the next step.

5. New Business

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

Chad Dawson stated the full-time medics have been set up with emails. The encryption has not been set up at this time but should be done by the end of January. The board discussed. Chad Dawson will reach out to some individuals

to let them know to not have any company emails or personal emails but to encourage everyone to set up a private one for District business only. The board agreed to confirm an electronic policy with the new attorney moving forward and to add this to the checklist for new hires.

b) Discussion and possible action regarding revisions to the paramedic job description and benefits.

Ryan Williamson stated with the recent separation of a full-time medic that it was determined the policy isn't clear on when someone leaves what the benefits are to be paid out. Ryan reviewed proposed revisions to the job description and benefits for the paramedic position. The board discussed the PTO policy and what an employee would be entitled to once they separate from the department. Additional language revisions were discussed in regards to retirement, funeral leave, jury duty, travel and seminars.

Ann Sasso will share some of the Village's policy language as a template for proposed language revisions to the Germantown Hills Fire Department policy.

Randy Nash recommended the changes be effective May 1st. Ryan and Jai will work to clarify language and the proposed changes will be discussed at the next meeting.

6. Human Resources-None

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 #2.**

b) Discussion and possible action regarding the Annual Audit/Treasurers Report

Brian Christensen stated the Annual Treasurer's Report has been completed and published.

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-Ann Sasso noted having Santa on the Fire truck was a huge success and thanked Chris for doing that. The board discussed possibly expanding the event next year.

12. Meeting Schedule-The next meeting is on February 2, 2021 at 6:00 pm.

13. Adjournment-A motion was made by Randy Nash to adjourn the meeting at 8:15 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #3.**

Ann Sasso, Administrative Clerk