

Germantown Hills Fire Protection District
313 Prairie Avenue
Germantown Hills, IL 61548
309-383-4890
July 6, 2021 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 (Electronic), Asst. Chief
Ryan Williamson (Electronic), Division Chief/Administrator
Jai Windish, Division Chief-EMS

Absent:

Ryan Williamson and Lonnie Beckwith 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 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 June 1, 2021-**A motion was made by Christopher Lee to approve the regular meeting minutes from June 1, 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. The August training will include pumper operations.

Mark Shaw noted as a part of his duties he is overseeing the training, records and uniform ordering. Chip Wilmot stated they will define all of the responsibilities for everyone.

Chad Dawson stated they are working on upgrading the server and other IT issues.

Jai Windish noted training this month will include heat related emergencies.

Ryan Williamson stated he is working on getting some more part time people to work. The run report is staying consistently about 40% higher than last year with a lot of the calls that include a mental health factor.

Jai Windish noted Roanoke is interested in an intercept agreement. Jai stated he submitted an agreement to Roanoke but hasn't heard back yet. The board discussed.

Lonnie Beckwith joined the meeting at 6:18 p.m.

4. Old Business

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

Chip Wilmot stated they are still working on this and hope to have it for the September meeting.

5. New Business

- a) **Discussion and possible action regarding development of the budget for the FY 2021-2022 Budget and Appropriations Ordinance**

Brian Christensen discussed the proposed numbers that he put together with Chip, Ryan and Jai.

Brian Christensen discussed the possibility of getting the employees access to ADP once we have everyone's email addresses. This will allow the employees to view their own payroll information.

Chip Wilmot stated he would like to start investigating the possibility of a vehicle replacement and explained how the vehicle would be funded. The board agreed and requested an equipment aging/replacement plan for the department's fleet to include ambulances.

A motion was made by Brian Christensen to approve the development of the budget for the FY 2021-2022 Budget and Appropriations Ordinance. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #2.**

Brian Christensen will provide the budget details to legal counsel for the development of the Ordinance.

- b) **Discussion and possible action regarding GHFPD billing**

Jai Windish explained as we move to our in-house billing there are some procedural and practices updates that need to be considered and acted on as part of our overall billing practices. Jai proposed to the Trustees to consider billing all residents and non-residents the same rate but then have a discount for residents after insurance has been determined. He noted the board also needs to think about whether or not we will accept some type of electronic payment and how we want to handle private collections. The board discussed.

Jai will come up with a recommendation on the rate and check on electronic payment costs and options. The board agreed the Fire District will manage the private collections in-house for now.

- c) **Discussion and possible actions regarding the appointment of an auditing official (as per II SAFE-T Act, Public Act 101-0652)**

Brian Christensen stated the attorney had sent a memo about a new Act requirement. The new Act requires every unit of government to appoint an auditing official. The Act states that the board can recognize and appoint the Woodford County States Attorney to serve as the auditing official. All new and existing employees will need to

receive a copy of the Act. The recommendation is that the Act details, as provided by legal counsel, be included in the new employee onboarding process.

A motion was made by Brian Christensen to appoint the Woodford County States Attorney as the auditing official. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

6. Human Resources - No personnel changes noted or discussed.

7. 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 #4.**

Brian Christensen received the engagement letter from the auditor to perform the annual audit for \$4,900.00.

8. Secretary Report

a) Review upcoming key dates, submissions and Annual Schedule of Activities.

The minutes have been posted to the website.

b) Review matters to be placed on the agenda for the next meeting.

The annual schedule of activities was reviewed.

9. Correspondence - None noted.

10. Public Comments - Michael's Run for Life is on July 24th.

11. Meeting Schedule - The next scheduled meeting is on August 3, 2021 at 6:00 pm.

12. Adjournment - A motion was made by Brian Christensen to adjourn the meeting at 7:33 p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #5.**

Ann Sasso, Administrative Clerk