

Germantown Hills Fire Protection District
313 Prairie Avenue
Germantown Hills, IL 61548
309-383-4890
June 1, 2021, 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

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

Absent:

Officers also present:

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

Absent:

Chad Dawson, Asst. Chief
Mark Shaw, Captain

The Fire Department was open for the public.

1. Call to Order and Roll Call- President Chris Lee called the regular meeting to order at 6:05 p.m. and roll call was taken.

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

- 1) **Regular Meeting of May 4, 2021** -A motion was made by Chris Lee to approve the regular meeting minutes from May 4, 2021. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #1.**

3. Officers Report

Chief Wilmot gave the run report and equipment report. The topic for June training will be Hazardous Materials. Chief Wilmot noted that the May training regarding advanced auto extraction training was excellent.

Discussion ensued regarding the need for GHFPD volunteers. Brian Christensen suggested that a request for volunteers be posted on the GHFPD Facebook page.

Ryan Williamson – Day staff needs more volunteer firefighters.

Jai Windish reported out Year End Revenue and Aging Summary. June EMS training in Woodford County will review Computer Aided Dispatch (CAD) interface.

4. Old Business

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

Chief Wilmot reported that this work was still in process. Ryan Williamson and Jai Windish are working on the EMS staff.

The current plan is for a rough draft to be sent to the trustees before the next meeting.

- b) **Discussion and possible action regarding using MS O365 for Teams, digital document storage, file sharing for GHFPD electronic documents.**

Chris Lee reported that all involved parties should be added to the group in Teams. We should have a GHFD/EMS group and another group for the GHFPD Board of Trustees and Chief Wilmot. O365 was implemented by Chad Dawson and Chris Lee.

- c) **Discussion and possible action regarding GHFD annual employee compensation review.**

Ryan Williamson recommended a \$1/hour for all pay raises and a \$5/event raise for volunteer staff.

A motion was made by Brian Christensen to update employee compensation to reflect a \$1/hour pay raise across the board to all employee pay categories. Further, increase volunteer event pay to an additional \$5/event. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #2.**

- d) **Discussion and evaluation of replacing Paramedic Billing Services (PBS) Billing Services available reporting, payables practices, and contract review.**

Brian Christensen sent notification to PBS. It was received 8:37 am, June 1, 2021 which triggers the 60 day notification.

- e) **Discussion and possible action regarding the use of Image Trend for EMS billing services.**

A motion was made by Brian Christensen to approve the Image Trend contract as reviewed and revised by legal counsel. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

Note: Brian Christensen reported that Image Trend charges a one time set up fee of \$3,900 and an annual fee of \$5,250. The first invoice will be \$9,150.

5. New Business - none

6. Human Resources

a) **Dawson Durre – Volunteer Firefighter**

A motion was made by Brian Christensen to hire Dawson Durre for the position of Volunteer Firefighter. The motion was seconded by Chris Lee. All yeas and no nays. **Motion passed #4.**

b) **Justin Thayer – Part-time Paramedic**

A motion was made by Brian Christensen to hire Justin Thayer for the position of Part-time Paramedic. The motion was seconded by Chris Lee. All yeas and no nays. **Motion passed #5.**

c) **Jacob Fernald – Part-time Paramedic/Firefighter**

A motion was made by Chris Lee to hire Jacob Fernald for the position of Part-time Paramedic/Firefighter. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #6.**

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 Brian Christensen to approve the payment of the bills. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #7.**

Discussion ensued regarding the budget for the next fiscal year.

Discussion ensued regarding the savings in time and money by using ADP for GHFPD payroll.

Chief Wilmot will investigate the cost of a 4 in 1 copy machine to replace the current malfunctioning copy machine.

8. Secretary Report

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

Kelly Thannum reviewed the required steps for formulating, sharing, and adopting the next budget as outlined in the Calendar and Checklist of Annual Responsibilities for Illinois Fire Protection Districts (Item 19).

There is no need to perform a semiannual review of all Minutes of Closed Sessions because no closed session have occurred within this time frame.

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 July 6, 2021 at 6:00 pm.

13. Adjournment-A motion was made by Chris Lee to adjourn the meeting at 7:45 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #8.**

Kelly Thannum, Secretary, GHFPD Board