

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

**Germantown Hills Fire Protection District Board:**

**Present:**

Randy Nash, President  
Brian Christensen, Treasurer  
Christopher Lee, Secretary

**Absent:**

**Officers also present:**

Chip Wilmot, Fire Chief  
Chad Dawson, Asst. Chief  
Lonnie Beckwith, Asst. Chief  
Ryan Williamson, Division Chief/Administrator (Electronic)  
Jai Windish, Division Chief-EMS

**Absent:**

Mark Shaw, Captain  
Ed Madden, Asst. Chief

Greg Harman and Kelly Thannum were also in attendance.

Ryan Williamson 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 6:01 p.m. and roll call was taken.

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

- 1) Regular Meeting of February 2, 2021-**A motion was made by Brian Christensen to approve the regular meeting minutes from February 2, 2021. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #1.**

**3. Officers Report**

Chief Wilmot gave the run report and equipment report. Chad Dawson stated that the EMS training is on documentation.

Ryan Williamson noted in working on the spreadsheet and looking back the last 5 years the calls are up 30-40%. He noted some of them are repeater calls and at some point we may need to discuss if there needs to be a charge for those type of calls.

Jai Windish noted he had looked at a report noting the types of calls and the #3 type of calls has been behavioral health, which he has never seen these so high.

#### 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 discussed the PBS data and how to get the needed information. Brian Christensen will work with the attorney on the language of the needed data for a potential FOIA request. The board needs to see the reimbursements of the EMS runs and agreed to put this as an agenda item on the next meeting to discuss PBS and their responsibilities.

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

Jai Windish and Ryan Williamson put together 5 options for the board to consider. The recommendation is to have a “use it or lose it” policy. The current policy was discussed and the need to modify. The board agreed to switch it to hire date as the time period for benefits. A specific policy will be drafted to be approved at the next meeting. Brian Christensen will check with the attorney on the proposed language.

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

Jai Windish will lead the discussion with Ryan Williamson, Chad Dawson and Brian Christensen in order to put an operating document together identifying the EMS roles and responsibilities.

- d) **Discussion and possible action regarding using MS O365 hosted email encryption for the GHFPD email.**

Chad Dawson explained that this has been set up on Jai’s account.

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

Brian Christensen will review the list as the next step. We will then need to pull all the changes into an updated list

- f) **Discussion and possible action regarding converting to QuickBooks online from the current desktop version.-**Brian Christensen reviewed the costs and steps to convert QuickBooks to an online version.

A motion was made by Christopher Lee to convert the QuickBooks to the online version. The motion was seconded by Randy Nash. All yeas and no nays. **Motion passed #2.**

#### 5. New Business

- a) **Discussion and possible action regarding reorganizing the Board of Trustees with the addition of a new trustee.**

This will be done at the May meeting. Kelly Thannum has agreed to serve on the board upon Randy's term expiring.

**b) Discussion and possible action regarding the review of the GHFPD worker's compensation insurance coverage.**

Brian Christensen noted the cost for the workers compensation has gone up with the additional personnel. Brian will check on other insurance company options and coverages.

**6. Human Resources**

**a) Discussion and possible action regarding appointment: Volunteer Firefighter-Dawson Durre.**

A motion was made by Brian Christensen to approve Dawson Durre as a volunteer firefighter. The motion was seconded by Christopher Lee. All yeas and no nays.

**Motion passed #3.**

**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 Randy Nash. All yeas and no nays. **Motion passed #4.**

Brian Christensen noted with Randy Nash's term expiring he will need to be removed from the CEFUCU credit card account. Brian Christensen discussed some of the line items and balances. He noted an adjustment will need to be made on the workers compensation line item. The District has funds in the contingency account to offset that increase.

**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** - The Germantown Hills Chamber event is on May 1<sup>st</sup>.

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

**13. Adjournment** - A motion was made by Randy Nash to adjourn the meeting at 8:05 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #5.**  
Ann Sasso, Administrative Clerk