

**Germantown Hills Fire Protection District  
313 Prairie Avenue  
Germantown Hills, IL 61548  
309-383-4890**

**March 1, 2022 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  
Ryan Williamson, Division Chief/Administrator  
Jai Windish, Division Chief-EMS  
Jed Bauman

**Absent:**

Lonnie Beckwith, Asst. Chief

**1. Call to Order and Roll Call-** President Christopher Lee called the regular meeting to order at 6:06 p.m. and roll call was taken.

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

- a) **Regular Meeting of February 1, 2022-**A motion was made by Christopher Lee to approve the regular meeting minutes from January 4, 2022. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #1.**

**3. Public Comment on Agenda Items and Non-Agenda Items-None**

**4. Officers Report**

Chief Wilmot gave the run report and equipment report. Justin Thayer has moved from full time to part time. The March training will be on water supplies. Chip continues to work on the specifications for 1602's replacement. The Fire District has begun retrofitting LED lighting in the station. The first phase is the bays. Chip noted they would be waiting to do the additional lights with the new budget.

Jai Windish updated the board that the revenues look good. There was nothing new to report on the balanced billing. He noted he would be looking more into the basic EMT class closer to fall.

Mark Shaw noted the March training is on water supply training. He noted they did drone training at the Elementary School.

Chad Dawson reported he had received an estimate on a solar system that was not going to be feasible cost wise. Ann Sasso spoke to a company that could give us a model for a system to see if it would work in regards to cost. This could be a system that could be potentially shared by the village. Chad Dawson will also check with another company.

Chad Dawson stated he is still working on the image trend migration and the purchase of a copier. He is also exploring a duplicate internet system but it is really expensive. Chip noted there may be another option.

Ryan Williamson stated he has the compensation discussion ready so it can be on the next agenda. Ryan asked the board their thoughts on the hiring of a potential full-time applicant. Ryan noted they have been filling the schedule but there has been more overtime in order to do so. The board noted they would rather wait for the right applicant than fill the position just to fill it.

The board discussed the need to see what incentives would be useful in regards to attracting and retaining applicants. Jai Windish mentioned a basic class reimbursement may be a potential incentive.

Ryan Williamson stated the call spreadsheet needs to be updated. The board agreed the spreadsheet isn't needed and felt updates and trends could be reported at the board meetings.

## 5. Old Business

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

Chip Wilmot stated there hasn't been much progress. Kelly Thannum asked if one position could be brought to the next meeting. Chip Wilmot stated they will work on having this for the next board meeting.

b) **Discussion and possible action regarding management of unpaid receivables aged to 120 days or greater.**

Jai Windish stated he had put together a draft policy along with a recommendation of a collection agency for the next meeting. There are couple of items that need to be tweaked. One is how much responsibility does the board want the collection agency to have and also if after 120 days if it goes right to collection or would we go out to 180 days. The board discussed. T & H was recommended relative to the unpaid receivables. Jai will update the policy for the next meeting.

## 6. New Business

a) **Discussion and possible action regarding solar energy estimates**

This was already discussed.

- b) **Discussion and possible action regarding upgrades to the lighting system**  
This was already discussed.
- c) **Discussion and possible action regarding the payment of the “retirement benefit” to full-time employees**  
The process of figuring the retirement was discussed. It was agreed to continue doing what we are doing but if an employee has extra amounts withheld to not include that when figuring the net retirement amount.

## 7. Human Resources-None

## 8. Treasurer Report

- a) **Presentation of bills and payment of bills**  
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 #2.**

## 9. Secretary Report

- a) **Review upcoming key dates, submissions and annual schedule of activities**  
The minutes have been posted to the website. The annual schedule of activities was reviewed. The statement of economic interest was discussed. Brian Christensen will check with the attorney on a clarification concerning the statement of economic interest forms.
- b) **Review matters to be placed on the agenda for the next meeting**  
The items for the next agenda were discussed.

## 10. Correspondence-None

**11. Meeting Schedule-**The next meeting is on April 5, 2022 at 6:00 pm.

**12. Adjournment-**A motion was made by Christopher Lee to adjourn the meeting at 8:00 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #3.**

Ann Sasso, Administrative Clerk