

**Germantown Hills Fire Protection District**  
**313 Prairie Avenue**  
**Germantown Hills, IL 61548**  
**309-383-4890**  
**May 4, 2021 6:00 p.m.**

**Germantown Hills Fire Protection District Board:**

**Present:**

Christopher Lee, President  
Brian Christensen, Treasurer (Electronic)  
Kelly Thannum, Secretary

**Absent:**

**Officers also present:**

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

**Absent:**

Brian Christensen 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-** Christopher Lee called the regular meeting to order at 6:09 p.m. and roll call was taken.

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

- a) **Regular Meeting of April 6, 2021-**A motion was made by Christopher Lee to approve the regular meeting minutes from April 6, 2021. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #1.**

**Discussion and possible action regarding reorganizing the Board of Trustees with the addition of Kelly Thannum to the position of Board of Trustees Secretary.**

Brian Christensen noted the County Board approved the appointment of Kelly Thannum to the Germantown Hills Fire District Board effective May 1<sup>st</sup>.

A motion was made by Christopher Lee to approve the appointment of Kelly Thannum to the board to serve as Secretary, Christopher Lee as President and

Brian Christensen to serve as Treasurer. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #2.**

### 3. Officers Report

Chief Wilmot gave the run report and equipment report. The May training will include hose testing, which will also encompass hydrant operations, pumper operations, hose lines and appliances.

Ryan Williamson stated in looking at the run report ¼ of the EMS calls have been for one individual. They have reached out to the family to try and help them with options for their needs.

Jai Windish is still having trouble with the Paramedic Billing Service (PBS). Jai noted in looking at the revenue report he discovered some calls we weren't compensated for in 2020. The board discussed.

### 4. Old Business

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

This was completed at the last meeting.

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

At a previous meeting it was agreed that Jai Windish would 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. Brian noted this still needs to happen but asked that this be broadened out to include all Chiefs roles and responsibilities. The Chief and Assistant Chiefs will put together their job description to identify their duties and responsibilities for the next meeting. Brian noted this will help guide the budget and compensation discussions.

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

The list is being updated and then can be submitted to the state to set up a meeting in order to put together the Fire District's record retention program. Ann Sasso noted there's no more direction needed from the board at this time.

### 5. New Business

- a) **Discussion and possible action regarding reorganizing the Board of Trustees with the addition of Kelly Thannum to the position of Board of Trustees Secretary.** Already completed.
- b) **Discussion and possible action regarding Blue Cross Blue Shield annual premium adjustment.** The policy is set to renew so there's no action needed.

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

Ryan Williamson had put together a recommendation for the Fire and EMS personnel, which includes \$1.00 per hour increase across the board to all pay scales and a merit increase.

Brian Christensen asked about the review process. Chip Wilmot noted there's a form they use for the reviews and they are kept locked in a cabinet.

Chip Wilmot noted they propose to leave the volunteer pay as is but increase the stipend for the Chief and Assistant Chiefs.

Brian Christensen stated from a budget stand point he is not prepared to approve any compensation increases without knowing the numbers, plus it will be helpful to see the roles and responsibilities first. This will be put together for the next meeting.

- d) **Discussion and possible action regarding the worker's compensation insurance coverage.**

Brian Christensen noted he has not seen the document for the transfer to the new broker but he will follow up.

- e) **Discussion and evaluation of PBS billing services available reporting, payables practices, and contract review.**

Jai Windish explained options available for a new paramedic billing service.

Brian Christensen noted PBS has over promised and under delivered what is expected as a part of their services. We are continuing to have problems with their responsiveness and aren't getting proper reports.

Jai noted he found over 20 errors in one of their spreadsheets. Jai's recommendation is to put PBS on notice that we are going to terminate their

services and set up a new billing software. Jai explained some estimates he has received on other programs.

Brian Christensen stated he agrees and believes it is beneficial to bring it in-house. He noted the need to make sure we have a backup.

Jai noted with these billing software companies they have the billing service that is provided if Jai wasn't available.

A motion was made by Brian Christensen to proceed with the termination of PBS and pursue a contract with imagetrend. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

Jai Windish will get the new contract in order and then look to give notice to PBS concerning termination.

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

Chad Dawson stated he has talked to Microsoft and Heart Technologies. The bundle option will increase the amount by \$1 per employee, per month. The board agreed to have Chad Dawson make the change.

## 6. Human Resources

a) **Discussion and possible action regarding reappointment of the GFPD Chief and Assistant Chiefs.**

A motion was made by Brian Christensen to leave the Chief, Assistant Chiefs and Division Chiefs as is with Chip Wilmot as Fire Chief, Chad Dawson and Lonnie Beckwith as Assistant Fire Chiefs, Ryan Williamson, Division Chief/Administrator, and Jai Windish, Division Chief/EMS. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #4.**

b) **Discussion and possible action regarding appointment of Mark Shaw (replacing Ed Madden) to the position of Assistant Chief**

A motion was made by Brian Christensen to appoint Mark Shaw as Assistant Chief to replace ED Madden. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #5.**

## 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 Kelly Thannum. All yeas and no nays. **Motion passed #6.**

Brian Christensen noted he is starting to look at the budget.

Brian received an estimated cost to outsource the payroll because of the increased cost with QuickBooks. Currently we are getting a discount but when that stops Brian noted we may want to look at having ADP do the payroll.

**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 was on May 1<sup>st</sup> and it went well. Hannah Drive is getting some repairs done to a portion of it so it is closed off for a short time. The Michael's Run for Life is on July 24<sup>th</sup> this year. The Village is working on a Veterans Park.

**12. Meeting Schedule-**The next meeting is on June 1, 2021 at 6:00 pm.

**13. Adjournment-**A motion was made by Christopher Lee to adjourn the meeting at 7:55 p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #7.**

Ann Sasso, Administrative Clerk