

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

May 3, 2022 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
Mark Shaw, Asst. Chief
Chad Dawson, Asst. Chief
Lonnie Beckwith, Asst. Chief
Ryan Williamson, Division Chief/Administrator (Electronic)
Jai Windish, Division Chief-EMS
Jed Bauman

Absent:

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 April 5, 2022-**A motion was made by Christopher Lee to approve the regular meeting minutes from April 5, 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. The May training will be on water supplies. Chip continues to work on the specifications for 1602's replacement. Chip noted they are working on a project to place 3 cargo containers at Williams Brothers Construction's property on Lourdes Road for training purposes. The district will need to enter into some sort of long-term lease agreement in order to utilize the property.

Chad Dawson arrived at 6:03 p.m.

Lonnie Beckwith noted they are continuing repairs on the 1602 doghouse.

Chad Dawson reported the copier is in and MTCO is bringing fiber down Holland Road which help with the internet quality.

Mark Shaw noted he is working on the containers project and the May training.

Jai Windish had sent an aging report to the trustees and has engaged the collection company to pursue some collections.

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.**

Nothing more has been done on the roles and responsibility documents since the last meeting. Kelly Thannum stated she feels it is important to document what each position does in the event someone leaves the position and it needs to be filled. Christopher Lee proposed for each position to bring 3-4 responsibilities to the next meeting for discussion.

- b) **Discussion and possible action regarding solar energy estimates**

Ann Sasso had received an estimate on a solar system with the investment and payback timeline. Brian Christensen stated the money wasn't in the budget and the district couldn't wait years for the payback.

Kelly Thannum will remove the item from the agenda but it may be revisited at a later date.

6. New Business

- a) **Discussion and possible action regarding election of officers of the GFPD Board (President, Secretary, Treasurer) (Current officers are Christopher Lee-President, Kelly Thannum-Secretary, and Brian Christensen-Treasurer)**

A motion was made by Christopher Lee to approve the election of the officers of the GFPD as Christopher Lee-President, Kelly Thannum-Secretary, and Brian Christensen-Treasurer). The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #2.**

- b) **Approve Trustee Salary (current salary is \$0-year)**

A motion was made by Brian Christensen to approve the trustee salary as \$0-year for FY 22-23. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

- c) **Discussion and possible action for employee compensation**

Ryan Williamson had put together recommended compensation increases for the next fiscal year at the last meeting, which included a \$1.00 per hour pay scale increase and \$.50 merit increases for all existing personnel. Jai Windish had asked for his salary to be discussed separately. Brian Christensen will discuss this with Jai.

d) **Discussion and possible action regarding Health Insurance Renewal**
Ryan Williamson had sent out information to the trustees and they agreed to have the health insurance auto renew as of June 1st.

e) **Discussion and possible action regarding inclusion of Dental and Vision insurance in the benefit package.**
Ryan Williamson noted the need to look at the possibility of adding dental and vision to the insurance benefit package as an additional benefit and incentive. Ryan noted they had already lost a potential candidate for not having the benefit. The board discussed.

A motion was made by Brian Christensen to approve adding the dental and vision as outlined in the email from John Moore dated April 8th, effective June 1st with the same contributions as the health insurance, 90% District, 10% employee. All yeas and no nays. **Motion passed #4.**

f) **Discussion and possible action regarding spending limits.**
Brian Christensen had amended the policy with some language changes and also changed the credit card spending limits from \$5,000 to \$10,000 per employee. Chip Wilmot stated this aligns with how things are currently operating with several individuals having district credit cards. Brian stated a receipt is required within 5 days for all credit card purchases and he didn't have a problem with the policy.

Kelly Thannum noted some concerns with even a \$5,000 limit and thought it should be lowered as it seems to be a high amount of exposure. She understands the need in an emergency but still feels that expenditures over \$5,000 should be discussed with a trustee for approval.

Christopher Lee stated he didn't have a problem with the proposed policy and indicated the district's insurance would have appropriated coverage if there was any fraud. The board discussed the spending limits and policy with the employees. Christopher Lee stated there was no urgency so this was deferred.

g) **Discussion and possible action regarding update of the Policy regarding the use of Fire District credit card by personnel of the Germantown Fire Protection District-Policy #2022-A-Deferred**

h) **Discussion and possible action regarding FY 2022-2023 Appropriation Ordinance and Budget.**

A motion was made by Brian Christensen to approve the FY 2022-2023 Appropriation & Budget Ordinance. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #5.**

A motion was made by Brian Christensen to reallocate the following:

\$4253.05 from Fire - Health Insurance to Fire – Contingent/Miscellaneous
\$330 from Fire – Retirement Expense to Fire – Contingent/Miscellaneous
\$7686 from Fire – Workers Comp Ins to EMS - Workers Comp Ins
\$570 from Fire – Gas & Electric Utilities to Fire – Contingent/Miscellaneous
\$3,302 from Fire – Fuel, Oil, Tires, & Service to EMS - Fuel, Oil, Tires, & Service
The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #6.**

7. Human Resources-

a) **Abigail Jones-Part-time Paramedic**

A motion was made by Christopher Lee to approve Abigail Jones as a part-time paramedic. The motion was seconded by Kelly Thannum. **Motion passed #7.**

b) **Khristelle Oswald-Part-time EMT**

A motion was made by Christopher Lee to approve Khristelle Oswald as a part-time EMT. The motion was seconded by Kelly Thannum. **Motion passed #8.**

8. Treasurer Report

a) **Presentation of bills and payment of bills**

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 #9.**

b) **Review of Financials**

The board discussed.

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.

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

The items for the next agenda were discussed.

10. Correspondence-Ryan Williamson noted the Illinois Association Fire Protection conference is in June this year.

11. Meeting Schedule-The next meeting is on June 7, 2022 at 6:00 pm.

12. Adjournment-A motion was made by Brian Christensen to adjourn the meeting at 8:20 p.m. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #10.**

Ann Sasso, Administrative Clerk