

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

May 2, 2023, 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Christopher Lee, President
Bruce Mathes, Treasurer
Kelly Thannum, Secretary

Absent:

Officers/Staff also present:

Chip Wilmot, Fire Chief
Mark Shaw, Asst. Chief
Chad Dawson, Asst. Chief
Ryan Williamson, Division Chief/Administrator
Jai Windish, Division Chief-EMS
Jed Bauman, Paramedic
Sarah Wefer, EMT

Absent:

Lonnie Beckwith, Asst. Chief

1. Call to Order and Roll Call- President Christopher Lee 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.

- a) **Regular Meeting of April 4, 2023-**A motion was made by Christopher Lee to approve the regular meeting minutes from April 4, 2023. The motion was seconded by Bruce Mathes. All yeas and no nays. **Motion passed #1.**

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

4. Officers Report

Chip Wilmot gave the chief run report and equipment report. They continue to look for alternatives for 1602's doghouse insulation. There is no update on 1602's replacement. May's training will be on alternative fuel vehicles. There is no update on the StarCom radio project this month. We are still waiting for our burn permit for the old house along Rt. 116 across from the school. The annual family dinner has been set for May 20,2023.

Mark Shaw stated the training this month is alternative fuel vehicles. Next month will be LP burns. Mark noted he is in the process of updating to a new website that will be more user friendly and picture friendly. He is about 50% done.

Jai Windish presented an aging report for trustee review. Jai explained the GEMT reporting. Jai noted that Limestone is interested in joining our site on imagetrend. There will need to be some discussion once they do on how it impacts multiple agencies.

5. Old Business

a) **Discussion and possible action regarding establishment of policy around Germantown Hills Fire Department's role and responsibility in responding to calls for aid outside of our district.**

Christopher Lee had put some information together as a starting point to the discussion on responding to calls outside our district. Ryans Williamson felt it needs to be more simplified. Ryan stated if medic 1 is out or it is not in a community bordering ours then we should not assist unless it would be a catastrophic emergency. The department should have a checklist so that a process can be defined when a decision needs to be made. Ryan and Jai noted this is happening more and more where other departments need assistance.

Jai Windish gave an example. The board discussed.

Christopher Lee asked for someone to take ownership of the draft to revise it in order to give some guidance to staff when needed.

Chip Wilmot stated the district does not have enough staff for 2 ALS units unless Jed is around.

Christopher Lee stated to leave this on the agenda for the next meeting so the board can review the recommended changes from staff.

b) **Discussion and possible action relating to the Line-Item Transfers of Appropriations and Ordinance No. 2023-01.**

A motion was made by Christopher Lee to approve line-item transfers of the Appropriation and Ordinance No. 2023-01. The motion was seconded by Bruce Mathes. All yeas and no nays. **Motion passed #2.**

c) **Discussion and possible action relating to establishing a Decennial Committee as required by the Decennial Committees on Local Government Efficiency Act of Illinois.**

Christopher Lee noted a decennial committee needs to be formed and the deadline is June 10, 2023. We will need to find two residents to be a part of the committee.

d) **Discussion and possible action regarding appointment of Kevin Meyer to position of third assistant chief effective on or about May 15, 2023.**

Christopher Lee noted there was a question at the last meeting on whether Lonnie's position should be filled with him leaving and if there was a need to save on costs. Christopher Lee asked why we need to fill the position.

Chip Wilmot stated we should not be eliminating positions. If we reduce positions it reduces availability.

Kelly Thannum stated she had pulled data on the average monthly number of calls the Chiefs go on.

	Last year	This quarter
Chip Wilmot	14.4	12
Chad Dawson	4	4
Lonnie Beckwith	6	5
Mark Shaw	13	10
Kevin	2.4	1

Christopher Lee stated he had talked with Kevin Meyer, and he will be giving more time to the department. He stated he is willing to serve for a limited amount of time.

Kelly Thannum noted that Lonnie's responsibility was maintenance, but this is also listed on everyone else's job responsibilities. Kelly asked if we do not replace the position will we not have call support.

Chip stated that everyone takes care of different maintenance issues that come up. Chip Wilmot noted they need chiefs on the calls. They communicate with each other when they are not going to be around as everyone has things going on.

Kelly asked if we could try it without for a month or two.

Chip Wilmot said they could not.

Chad Dawson stated this is not a budget issue as the chiefs get a stipend and a per call pay.

A motion was made by Christopher Lee to approve appointment of Kevin Meyer to the position of third assistant chief effective on or about May 15, 2023. The motion was seconded by Bruce Mathes. All yeas and no nays. **Motion passed #3**

6. New Business

a) **Discussion and possible action regarding addition of Limestone Fire Protection District on GFPD Image Trend site.**

Jai Windish stated this can wait until Limestone Fire asks to be added to imagetrend.

b) **Discussion and possible action regarding alternative billing for emergency services.**

Jai Windish stated this is regarding alternative payment methods. He stated that it has temporarily been resolved. Brian Christensen had talked with QuickBooks and mobile invoicing had been turned on but not for the desktop. The app allows for credit card payments. Jai would prefer it to be on the desktop as currently it is on his phone. They will check on converting it to the desktop.

- c) **Discussion and possible action regarding 2023-2024 Appropriations and Budget.** There were no numbers to discuss so this will be deferred.
- d) **Discussion and possible action regarding reorganization of the Board of Trustees with the addition of a new trustee.**
A motion was made by Christopher Lee to approve reorganization of the Board of Trustees with the addition of a new trustee as follows:

Christopher Lee, President, Kelly Thannum, Secretary, and Bruce Mathes, Treasurer. The motion was seconded by Kelly Thannum. All yeas and no nays.
Motion passed #4.
- e) **Discussion and possible action regarding GHFD annual employee compensation review.** No report or action.
- f) **Discussion and possible action regarding GHFD roles and responsibilities.** Kelly Thannum stated this needs to be reviewed each year and will be moved to next month for discussion.
- g) **Discussion and possible action regarding review of Health/Vision/Dental Insurance for renewal on 6-1-23.**
Ryan Williamson stated there does not need to be any action as the health plan will roll over for the new year. This plan is still the best option. Ryan shared the new annual cost starting June 1st barring any changes in personnel.
- h) **Discussion and possible action regarding the GHFD Ambulance Services Decision Tree.** Already discussed.
- i) **Discussion and possible action regarding documented annual organization matters of the Germantown Hills Fire Protection District.**

1. Chip Wilmot – Fire Chief-\$7,200
2. Mark Shaw – Assistant Chief-\$5,100
3. Chad Dawson – Assistant Chief-\$5,100
4. Lonnie Beckwith/Kevin Meyer – Assistant Chief-\$5,100
5. Ryan Williamson, Division Chief/Administration
6. Jai Windish, Division Chief – EMS
7. Attorney (Klein, Thorpe, & Jenkins)
8. Accounting (Phillips, Salmi, & Associates, LLC)

- 9. Freedom of Information Act Officer (Ann Doubet)
- 10. Open Meetings Act Designee (Ann Doubet)

ii. Adopt Schedule of Regular Meetings (currently 1st Tuesday of month at 6 p.m.)

iii. Select Depository of District Funds (currently CEFCU, Heartland Bank, Schwab)

iv. District Membership and Associations

- 1. Illinois Fire Protection District
- 2. Illinois Fire Chiefs Association
- 3. Woodford County EMS Association
- 4. MABAS

A motion was made by Kelly Thannum to approve the annual organization matter of the Germantown Hills Fire Protection District. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #5.**

j) Discussion and possible action regarding updating financial accounts (Heartland, Schwab, and CEFCU) for newly appointed treasurer.

A motion was made by Kelly Thannum to update the financial accounts (Heartland, Schwab, and CEFCU) for the newly appointed treasurer, Bruce Mathes. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #6.**

7. Human Resources

a) Discussion and possible action regarding approval of Artist Marshall for part-time Paramedic.

A motion was made by Christopher Lee to approve Artist Marshall for part-time paramedic. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #7.**

b) Discussion and possible action regarding approval of Noah Jendrey for part-time fire fighter and EMT.

A motion was made by Christopher Lee to approve Noah Jendrey for part-time fire fighter and EMT. The motion was seconded by Kelly Thannum. All yeas and no nays. **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 financials were reviewed. The board discussed.

9. Secretary Report

- a) **Review upcoming key dates, submissions, and Annual Schedule of Activities**-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. Meeting Schedule-The next meeting is on June 6, 2023, at 6:00 pm.

11. Adjournment-A motion was made by Christopher Lee to adjourn the meeting at 7:57 p.m. The motion was seconded by Bruce Mathes. All yeas and no nays. **Motion passed #10.**

Ann Doubet
Administrative Clerk