

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

November 3, 2020 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Randy Nash, President
Brian Christensen, Treasurer (Electronic)
Christopher Lee, Secretary

Absent:

Officers also present:

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

Absent:

Ed Madden, Asst. Chief

Several members 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 6:00 p.m. and roll call was taken.

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

- 1) **Regular Meeting of October 6, 2020-**A motion was made by Brian Christensen to approve the regular meeting minutes from October 6, 2020. 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. The November training will be on structural firefighting ventilation techniques and practices.

Randy Nash said he likes the spreadsheet on the calls that Ryan and Lonnie have put together.

Chad Dawson noted the EMS training is on illicit drugs.

Jai Windish reported on the billing, collections and intercept agreements. Jai and Ryan are putting together a COVID procedure.

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.**
Randy Nash put together a letter to send to Eureka for the board's review. Randy is going to make some changes. This was deferred until December.
- b) **Discussion and possible action regarding the approval of 2020-2021 Tax Levy Ordinance.**
Brian Christensen discussed the proposed tax levy. Chip Wilmot will review the numbers for approval next month. Brian Christensen had sent a draft ordinance to the attorney for review. The response back from the attorney was not appropriate. Randy Nash noted Brian's response back to the attorney was well written. Brian will send all the information back to the attorney asking for a review of the information and a recommendation.
- c) **Discussion and possible actions regarding preparation and submission of the Annual Comptroller's Report.**
Brian Christensen stated the auditor has completed the Annual Comptroller's Report. The Annual Treasurer's Report has been filed and will be published as required.
- d) **Discussion and possible action regarding the annual review of the GHFPD insurance coverages.**
Randy Nash explained the changes to the department's insurance coverages.

A motion was made by Randy Nash to approve the GHFPD insurance coverages in the amount of \$15,255. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #2.**

5. New Business

- a) **Discussion and possible action regarding records retention and records storage for the GHFPD.**
The Fire Department has received a template of a record retention list and will need to make some revisions to the list to include all of the type of records within the department. Christopher Lee will arrange a meeting to discuss this with personnel.
- b) **Discussion and possible action regarding finding different council for the Germantown Hills Fire Protection District legal service requirements.**
Randy Nash discussed the issue of needing a timely response from the attorney and feels we should discuss finding another attorney that is more available to the District. Brian Christensen will check on this and come back with a recommendation.

6. Human Resources

a) Firefighter Resignation-Victor Garza

Victor Garza has resigned from the Fire Department. Ryan Williamson stated there have been no scheduling issues at all in filing the hours.

7. Treasurer Report & Presentation of bills and payment of bills

a) Discussion and possible action regarding authorization of bills presented for payment

A motion was made by Randy Nash to approve the payment of the bills. The motion was seconded by Christopher Lee. All yeas and no nays. **Motion passed #3.**

8. Secretary Report

a) Review upcoming key dates and submissions

Christopher Lee noted the minutes have been posted to the website.

9. Review of Annual Schedule of Activities-The annual schedule of activities was reviewed.

10. Correspondence-Randy Nash stated he received a thank you note from one of Maynard Durst's daughters thanking the Fire District.

11. Public Comments-

Kelly Walsh was in attendance and asked about the Fire Department's educational training and patient care documentation. She also asked about staffing of the ambulance and the ALS services. Chad Dawson noted the training schedule is submitted each October and the department owns everything for the records and documentation.

Randy Nash explained how the department is set up and the advantages of having our own staff. The department owned everything before and the only change is we now have our own staff. Eureka-Goodfield elected to not bid on the last contract so that is when we looked the costs and realized it made sense to do it ourselves with Jai's help.

Ann Sasso noted air purifiers for the Fire Department have been purchased by the Village of Germantown Hills under the Local CURE Program. There was no cost to the Fire Department. We are looking at purchasing additional COVID related safety equipment. Ryan Williamson is working with Ann Sasso to provide a list of items.

12. Meeting Schedule-The next meeting is on December 1, 2020 at 6:00 pm.

13. Adjournment-A motion was made by Christopher Lee to adjourn the meeting at 7:32 p.m. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #4.**
Ann Sasso, Administrative Clerk