

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

**October 3, 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  
Kevin Meyer, Asst. Chief  
Mark Shaw, Asst. Chief  
Chad Dawson, Asst. Chief  
Jai Windish, Division Chief-EMS

**Absent:**

Ryan Williamson, Division Chief/Administrator

**1. Call to Order and Roll Call-** Christopher Lee called the regular meeting to order at 6:10 p.m. and roll call was taken.

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

- a) **Regular Meeting of September 12, 2023-**A motion was made by Christopher Lee to approve the regular meeting minutes from September 12, 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-**Nathan Henricks was in attendance to discuss the Fire Department's energy options. He noted he is able to educate and coach the board on what's best for the district. Nathan noted they will need to make a decision soon, but he is able to look at rates every day. He stated the board will most likely need to allow someone on the board to make a decision outside of a board meeting in case the rates drop, and the district will want to lock into the rate.

Ann Doubet had to leave the meeting. Kelly Thannum took the meeting minutes.

The Board gave Bruce Mathes the same authority as the previous treasurer to make the decision regarding our energy provider. Chris Lee asked if there are ways to save on natural gas. Nathan Henricks agreed to investigate the matter. Further discussion ensued.

**4. Officers Report**

Chip Wilmot shared the run report which is slightly lower for the year. There was nothing to report for personnel. There is no update on the replacement of 1602. Other updates will be clarified by the officer responsible for that task. Plans are underway for the annual Halloween costume contest.

Kevin Meyer elaborated on 1604's air compressor. The rebuilt compressor was missing a plug. The department will replace the plug themselves.

Chad Dawson shared that the ETSB Finance Committee meets soon to discuss rates. Discussion ensued.

Mark Shaw discussed the October training: hose testing. Our burn permit is still pending with the EPA. Mark attended the EMA meeting and participated in drone training with EMA and Woodford County.

Chris Lee asked about mentoring for newer personnel. Chad Dawson reported it was going well and that counseling is provided.

Jai Windish reported that the GEMT cost report for 2024 was submitted. Costs were up ~\$100 per transport due to an increase in personnel salary and updated equipment. Jai presented the aging report and highlighted he is sending \$4675.15 to collection.

Kelly Thannum reminded everyone to submit their list of documents for the GFPD Document Retention Plan. Jai Windish.

## **5. Old Business**

### **a) Discussion and possible action regarding scope of Decennial committee's activities.**

Kelly Thannum informed the GFPD Board that the Decennial Committee will work on refining existing documents and providing missing documents as defined by Illinois Association of Fire Protection District's Ordinances/Policies That All Fire Protection District Must or Should Have in Effect. Chris Lee asked for the owner of SOPs and SOGs. Chad Dawson volunteered.

## **6. New Business**

### **a) Discussion and possible action regarding calendar for GFPD Trustee Meetings for 2024**

This was accomplished last meeting. The document was signed and will be posted in December.

### **b) Discussion and possible action regarding Tax Levy**

Bruce Mathes discussed the Tax Levy timeline with our lawyer. We will have the needed forms by November and will vote in December.

c) **Discussion and possible action regarding statement of economic interest list.**

The statement of economic interest list was circulated and corrected.

d) **Discussion and review of GFPD insurance coverage and adjustments.**

Chris Lee reviewed the annual insurance coverage policy being managed by Zobrist/Scheirer Insurance Agency and utilizing ESIP/Arch Insurance Company as the provider. Chris Reatherford is our agent of record.

Chris Lee will follow-up with the agent on coverage levels for “per incident” coverage scenarios and adjusted replacement costs vehicle valuations.

As it stands, insurance coverage expenses will increase approx. ~16% due to building, equipment replacement costs, etc. Chris Lee will provide a report-out at the Nov meeting with any additional adjustments, premium changes, and clarifications.

## 7. Human Resources-None

## 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 #2.**

b) **Review of Financials**

The financials were reviewed. Bruce Mathes, Ryan Williamson, and Jai Windish with the counsel of Brian Christensen met with the representatives of CAVU which is a sister company with Total Income Tax. For an increase of \$50 per month in our usual expenditure, this system will enable us to separate our payroll into fire and EMT categories. A proposal will be written. Bruce Mathes was given the authority to choose this vendor. Discussion ensued.

## 9. Secretary Report

a) **Review upcoming key dates, submissions, and Annual Schedule of**

**Activities-**The annual schedule of activities were reviewed. Kelly Thannum inquired if contact was made District 69 for fire drills. Jai Windish reported that Ryan Williamson was contacted by the district.

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

The items for the next agenda were discussed. Kelly Thannum and Chris Lee determined which items needed to be on the October agenda.

## 10. Meeting Schedule-The next meeting is on November 7, 2023, at 6:00 pm.

**11. Adjournment-A motion** was made by Christopher Lee to adjourn the meeting at 7:28p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

Ann Doubet  
Administrative Clerk