

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

September 1, 2020 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Randy Nash, President
Brian Christensen, Treasurer
Christopher Lee, Secretary

Absent:

Officers also present:

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

Absent:

Ed Madden, Asst. Chief

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.
 - a) **Regular Meeting of August 4, 2020** - A motion was made by Randy Nash to approve the regular meeting minutes from August 4, 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 September training will be on hose testing, which will encompass pumping, hose lines, appliances and hydrant operations. The Fire Association has elected to cancel this year's Halloween costume contest.

Chad Dawson noted the EMS training is on falls.

Randy Nash had suggested creating a bar chart showing the trends for the run report for future reference. Ryan created a spreadsheet that was discussed. Randy noted this would be useful to track the calls and the revenue coming in.

Ryan Williamson noted he wanted some guidance on purchasing an annual fire alarm system inspection. There was a basic plan for \$878 a year and a more comprehensive plan for \$1,779 a year.

Chip Wilmot noted he felt the basic plan would be sufficient and that the Fire District would make the repairs when needed. The board agreed.

4. Old Business

a) **Discussion and possible action regarding progress report on the parking lot improvement project**

Ryan Williamson stated the second payment was made to Aupperle and they have offered a 10-year warranty on the portion of concrete where they applied a top coat. The warranty would be exempt with any salt on the concrete. The board stated that is not acceptable. Ryan reported the front striping is completed and the new signs are up.

The board thanked Ryan on the good job.

Ed Madden has ordered the signs noting the donation for the landscaping and the history of Maynard Durst.

b) **Discussion and possible action regarding development of the budget for the 2020-2021 Budget & Appropriation Ordinance**

Randy Nash stated the public hearing is being published and scheduled for the October meeting on the Budget and Appropriation Ordinance.

c) **Discussion and possible action regarding EMS/Paramedic retirement savings plan and compensation review to be offered to new full-time paramedics**

The board discussed and agreed to start the retirement payment for full time employees as of May 1st. It will be 3% of their gross pay.

The board discussed the new executive order on the deferring of taxes. Randy Nash stated the district is choosing to not defer taxes as the taxes will still be required to pay early in 2021.

d) **Discussion and possible action regarding updates from Jai Windish regarding progress on moving GFPD to ALS service**

Jai Windish stated this is all done and things are going well. Christopher Lee thanked Jai for all of the work. Jai noted he has had lots of help along the way.

e) **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 read the letter to the board. This was deferred until the board members can review the proposed letter.

5. New Business

a) **Discussion and possible action regarding records retention and records storage for the GHFPD.**

Ann Sasso received a records retention template from the state to use as a starting point in putting a records retention program together. Once we have the Fire District's list of records, we can schedule a meeting with the state.

b) Discussion and possible action regarding GHFD and EMS employees and the IRS Code-Section 125(a) insurance Premium Only Plan (POP)

Brian Christensen stated it would be \$99 to set up a tax deferred plan. Ann Sasso will get it set up in the system to start in September.

c) Discussion and possible actions regarding Washburn and Spring Bay Intercept Agreements associated with GFPD ALS Service.

Jai Windish reported the Washburn and Spring Bay intercept agreements are good.

6. Human Resources

a) Discussion and possible action regarding appointment of positions:

Jai Windish - Division Chief - Emergency Medical Services

- i. A motion was made by Christopher Lee to approve Jai Windish as the new Division Chief – Emergency Medical Services and to recommend the following compensation package: \$72,000 annual salary, 3% retirement contribution paid by the District, paid time off of 160 hours (sick/vacation time) with the ability to pay out half the time (80 hours) if not used and a use or lose it policy on the remainder, 6 holiday paid days, and insurance paid by the District at 90% for the employee and dependents but not cover the spouse and if they have coverage available elsewhere they would not be ineligible for the insurance benefit. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #2.**

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 Christopher Lee to approve the payment of the bills.

The motion was seconded by Brian Christensen. All yeas and no nays.

Motion passed #3.

8. Secretary Report

a) Reviewed upcoming key dates and submissions

Christopher Lee confirmed that Mark Shaw had posted all minutes to the website.

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

10. Correspondence - None

11. Public Comments - There was no public in attendance.

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

13. Adjournment - A motion was made by Christopher Lee to adjourn the meeting at 7:35 p.m. The motion was seconded by Randy Nash. All yeas and no nays. **Motion passed #4.**

Ann Sasso, Administrative Clerk / Christopher Lee, Board of Trustees, Secretary