

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

September 12, 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
Ryan Williamson, Division Chief/Administrator
Jai Windish, Division Chief-EMS
Jed Bauman, Paramedic
Victor Garza

Absent:

1. Call to Order and Roll Call- Christopher Lee called the regular meeting to order at 6:02 p.m. and roll call was taken.

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

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

- b) **Special Meeting of August 15, 2023-**A motion was made by Christopher Lee to approve the regular meeting minutes from August 15, 2023. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #2.**

3. Public Comment on Agenda and Non-Agenda Items and Correspondence-Ann Doubet updated the board on the grants the village has received and the ones the village is still waiting on.

Christopher Lee noted the Roberts Rules of Order for a public meeting. When there is public comment, the board welcomes public comments and will take them into consideration and not necessarily act on them.

4. Officers Report

Chip Wilmot gave the chief run report and equipment report. The September training is on fire behavior. Plans are under way for the annual Halloween costume contest.

Kevin Meyer gave the equipment update.

Mark Shaw stated they had to submit more information to the EPA and are still waiting on the burn permit. The training this month is fire behavior, and they did some search and rescue training with the drone and learned a lot.

Chad Dawson noted the 911 fees should be staying the same.

Jai Windish updated the board on the GEMT and that the aging report looked good. Jai Windish asked if the fire district has the article of formation as he is need of the document.

Ryan Williamson noted a document that may be what he needs. Ryan stated the records retention program had been started some time ago but didn't get completed.

Ann explained that the fire district needs to create the list of documents and then the state will come in to look at the documents and create a record retention program for the department moving forward. The Fire District will have to then complete a disposal certificate in order to get permission to dispose of specific records. Ryan and Ann will work on getting the list finalized.

5. Old Business

- a) **Discussion and possible action regarding scope of committee's activities.**
Kelly Thannum explained she had put a list of information together that lists if there is already a policy or ordinance and the ones that are still needed for everyone's review. The committee will need to meet three times.

6. New Business

- a) **Discussion and possible action regarding calendar for GFPD Trustee Meetings for 2024**
Kelly Thannum put together the 2024 calendar for review. Kelly Thannum asked that the January Trustee meeting be moved from January 2, 2024, to January 9, 2024. No objections were noted.

Ann Doubet had to leave at 7:05 p.m. Kelly Thannum agreed to take minutes for the remainder of the meeting.

- b) **Discussion and possible action regarding Tax Levy**
Bruce Mathes is waiting to hear back from Brian Christensen regarding the Tax Levy. This item was tabled until the October meeting.
- c) **Discussion and possible action regarding statement of economic interest list.**

The statement of economic interest list will be circulated in the next meeting to verify correct addresses and names.

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. The board discussed. Bruce Mathes requested clarification regarding the timing of Workman's Compensation Insurance payments. He is looking into utilizing a different payroll firm which will enable us to separate Fire and EMS payroll as our current systems does not allow for this type of reporting.

9. Secretary Report

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

Activities-The annual schedule of activities were reviewed. Kelly Thannum asked if we had contacted area school districts regarding safety drills. Chip Wilmot indicated they had not accomplished this yet and plan to do so by October. It was determined that the Decennial Committee meeting will be held before the October meeting at 5:45 pm.

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 October 3, 2023, at 6:00 pm.

11. Adjournment-A motion was made by Christopher Lee to adjourn the meeting at 7:31 p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

Ann Doubet
Administrative Clerk