

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

June 7, 2022 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Christopher Lee, President
Brian Christensen, Treasurer
Kelly Thannum, Secretary (Electronic)

Absent:

Officers also present:

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

Absent:

1. Call to Order and Roll Call- President Christopher Lee called the regular meeting to order at 6:05 p.m. and roll call was taken.

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

- a) **Regular Meeting of May 3, 2022-**A motion was made by Christopher Lee to approve the regular meeting minutes from May 3, 2022. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #1.**

3. Public Comment on Agenda Items and Non-Agenda Items-Kelly Thannum noted there has been a concern made about business vehicles on the fire district property and reminded staff to be careful.

4. Officers Report

Chief Wilmot gave the run report and equipment report. The June training will be on foam operations. Chip continues to work on the specifications for 1602's replacement. Chip noted they continue to work on the project to place 3 cargo containers at Williams Brothers Construction's property on Lourdes Road for training purposes. The district will need to enter into some sort of long-term lease agreement in order to utilize the property. They continue to work on the details of the agreement.

Mark Shaw noted the training is on foam operations and he is talking to two new potential volunteers.

Jai Windish gave the update on the aging and revenue report and collections.

5. Old Business

- a) **Discussion and possible action regarding developing an operating document for the GHFPD positions which defines roles and responsibilities for the staff.**

Chip Wilmot put together a bullet point list of roles and responsibilities for all of the chiefs. Kelly Thannum asked if there was a specific person in charge of maintenance as there are 5 people with the same responsibility. Chip Wilmot explained. Ryan Williamson had presented his job description, which was more detailed. The board agreed that the lists should be finalized for review at the next meeting.

- b) **Discussion and possible action regarding update of the Policy regarding the use of Fire District credit card by personnel of the Germantown Fire Protection District-Policy #2022-A**

Kelly Thannum asked how the auditors feel about the proposed spending limit.

Brian Christensen stated they haven't ever brought it up as an issue.

Kelly Thannum asked about the credit card receipts being submitted as they are supposed to be submitted within 5 days of the purchase. Ryan Williamson stated some are still struggling with that.

Brian Christensen noted if there are problems with compliance then the staff member will risk losing the credit card. The credit card transactions can be fed directly into the program but this will need to be set up in the system.

A motion was made by Christopher Lee to approve the Policy regarding the use of the Fire District credit card by personnel of the Germantown Fire Protection District-policy #2022-A as revised. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #2.**

The number of credit cards with CEFCU will be confirmed.

- c) **Discussion and possible action for employee compensation-Defer**
- d) **Discussion and possible action regarding lease and other agreements with Williams Brothers Construction for training site usage-Defer**
- e) **Discussion and possible action regarding FY 2022-2023 Appropriation Ordinance and Budget.** Brian Christensen discussed the Budget and Appropriations.

6. New Business

- a) **Discussion and possible action regarding purchase of a Stryker Power load-cot loading system for Ambulance Services.**

Ryan Williamson explained the quote for the equipment and the finance option.

A motion was made by Christopher Lee to approve the Stryker Power Load-Cot loading system for ambulance services in the amount of \$54,500. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #3.**

- b) **Discussion and possible action on replacement of fire-fighting equipment/engine apparatus.**

A motion was made by Christopher Lee to approve taking the next step to put in an order for a pumper tanker. The motion was seconded by Brian Christensen. All yeas and no nays. **Motion passed #4.**

7. Human Resources-

- a) **Discussion and review of Rachel Arnold-Part-time EMT**

A motion was made by Christopher Lee to approve Rachel Arnold as a part-time EMT. The motion was seconded by Kelly Thannum. **Motion passed #5.**

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 #6.**

- b) **Review of Financials**

The board discussed.

9. Secretary Report

- a) **Review upcoming key dates, submissions and annual schedule of activities**

The minutes have been posted to the website. 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. Correspondence-None

11. Meeting Schedule-The next meeting is on July 5, 2022 at 6:00 pm.

12. Adjournment-A motion was made by Christopher Lee to adjourn the meeting at 7:34 p.m. The motion was seconded by Kelly Thannum. All yeas and no nays. **Motion passed #7.**

Ann Sasso, Administrative Clerk