

CHATHAM FIRE PROTECTION DISTRICT
BOARD OF TRUSTEE MINUTES
May 27, 2025

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1735 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Mueller, Trustee Bell; Chief Self; Division Chief Bramley; Lt. Jacobs; Chad Lucas with Sikich; and Office Manager Stotts.
- ❖ Absent were: Assistant Chief Bolletta

- **PRESENTATION OF AUDITOR**

- ❖ Presentation by Chad Lucas with Sikich, audit proposal was presented to the board and discussed with Mr. Lucas.

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment.

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of May 13, 2025, were presented for approval. Motion to approve the minutes was made by Trustee Mueller seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- **TREASURERS REPORT**

- ❖ Trustee Perkins and Trustee Bell accepted the treasurer's report.

	<u>05/13/2025</u>	<u>05/27/2025</u>
United Community Bank M/M	\$ 48,117.28	\$ 151,873.48
Bank & Trust M/M	\$ 834,155.47	\$ 1,187,515.77
Bank & Trust Pension	\$ 75,301.05	\$ 84,108.95
Bank & Trust Equipment Reserve Fund	\$ 949,254.48	\$ 951,139.99
Bank & Trust Real Estate Fund	\$ 795,686.43	\$ 797,266.90
Bank of Springfield CD Investment	\$ 605,687.41	\$ 605,687.41
Bank & Trust Death Benefit Supplement	\$ 20,542.97	\$ 20,583.78
Bank & Trust Foreign Fire Insurance Board	\$ 43,031.01	\$ 43,031.01
Bank & Trust Foreign Fire Insurance Board MM	\$ 35,130.93	\$ 35,203.12
Bank & Trust Donations & Memorial Fund	\$ 1,909.48	\$ 1,665.69
Chatham Fire Department Volunteer Account	\$ 5,762.39	\$ 5,741.42
Bank & Trust Foreign Fire Insurance Board CD	\$ 80,989.10	\$ 80,989.10

- **PRESENTATION OF BILLS AND/OR INVOICES FOR PAYMENT**

- ❖ Trustee Mueller made a motion to approve the bills as paid and was seconded by Trustee Bell; the motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ No public comment.

- **OLD BUSINESS:**

- ❖ Discussion / Acceptance of the bids received to repair the roof due to the hail damage was discussed. We are getting closer, a new adjustment from the auditor have been made and we should finalize soon. but I will need to table until the next meeting.

- **NEW BUSINESS:**

- ❖ Discussion / Approval of Vendors List was discussed; no new vendors added at this time.

- ❖ Discussion / Approval to make the payment for the combined grant turnout gear purchase with Auburn in the amount of \$32,790.10 to Auburn Fire Department for our portion of gear was discussed, Trustee Perkins made a motion to approve the payment and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to adopt the 2025-2026 Tentative Budget was discussed, Trustee Mueller made a motion to adopt the budget and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to approve the insurance agreement from June 15, 2025, through June 14, 2026, with Compass insurance for structure or auto insurance coverage in an amended amount of \$82,104.00 was discussed, Trustee Mueller made a motion to accept the insurance agreement with Compass and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to accept the bid/proposal from Sikich the new auditor with an amount not to exceed \$25,000.00, and a 3-year agreement was discussed, Trustee Mueller made a motion to accept the 3-year agreement with Sikich and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to accept a bid for the repair of the concrete approaches with Langheim in the amount of \$19,272.00 or Smith Concrete in the amount of \$47,650.00 was discussed, Trustee Mueller made a motion to accept the bid with Langheim in the amount of \$ 19,272.00 and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval for the district to pay for all EMS license for department personnel dating back to January 1, 2025, was discussed, Trustee Perkins made a motion to approve the payment of EMS license and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to complete the IAFPD 2025 Proxy was discussed and completed by Trustee Mueller, Trustee Mueller made a motion to approve the casting of the vote for the board and was seconded by Trustee Perkins; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to re-organize the board following the reappointment of Trustee Gary Mueller. Trustee Bell made a motion to appoint Trustee Perkins a board president and was seconded by Trustee Mueller. Trustee Perkins made a motion to nominate Trustee Bell as secretary of the board and was seconded by Trustee Mueller. Trustee Perkins made a motion to nominate Trustee Mueller as board Treasurer and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to adopt the prevailing wage ordinance was discussed and removed from the agenda since this item is automatic.

- ❖ Discussion / Approval of a letter for Assistant Chief Bolletta to renew his Chief License plates was discussed, Trustee Mueller made a motion to approve the renewal of the license plates and was seconded by Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- ❖ Discussion / Approval to replace or update commercial heating and cooling systems were discussed; Trustee Perkins made a motion to approve the emergency replacement of cooling system through Element Heating and Air Conditioning not to exceed \$25,000.00 and was seconded by Trustee Mueller; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Report given by Assistant Chief Self
 - Received 17 applications for new hire.
 - Six applications were rejected/denied and eleven candidates moved on to the next step in the hiring process.
 - Orientation on June 6, 2025
 - The written exam is June 7, 2025
 - June 17-19 is the Oral interview.
 - July 7, 2025, should hope to have the list in place.

- **PENSION BOARD:**

- ❖ Discussion by Division Chief Bramley
 - Check for Carrigan was paid and mailed to Lauterbach and Amen
 - Will discuss the audit and payment of the Pension audit portion with the Pension Board.

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Self
 - Nothing new to report will meet again in June.

- **CHIEF SELF'S REPORT**

- Personnel and Committees
 - The application period has closed.
 - Eleven move on to orientation on 6/6.
 - Written test 6/7
 - Interviews 6/17-6/19
 - Fine list 7/7
 - My plan is to hire one immediately.
- Firehouse issues
 - Existing
 - The remaining two A/C units function as they should
 - Prefer to not have all replaced at the same time.
 - New
 - Looking at ideas and needs
 - Need to know what administrative areas we need to include.
 - Going out to look at recent firehouse construction projects.
 - Equipment
 - Engine \$1,000,000
 - Brush Truck \$100,00
 - Tanker \$500,000
 - Ambulance \$500,000
 - EMS vehicle \$85,000
- Apparatus
 - Current Apparatus
 - T1 Fuel Gauge knocked out, will be replaced.
 - New Engine 1 arrives in 2025.
 - Will need to acquire some equipment.
- Auditor
 - Two firms found getting bids.
 - Sikich only bidder
- 2025 Fire house construction and rehabilitation grant
 - Sent in application on February 24, 2025
 - 350 applications / more than the Small Equipment Grant

- **ASSISTANT CHIEF BOLLETTA'S REPORT**

- Grants
 - AFG – We are still in the running more to follow soon.
 - NHTSA – We are still in the running more to follow.
 - IPRF – nothing new to report.
 - OSFM Small Equipment Grant - nothing new to report.
- Radio System/Radio's/Pagers/Computers
 - Starcom Radios
 - Waiting for radio ID for station alerting radio.
 - Nothing new to report
 - Radios/Pagers maintenance
 - Nothing new to report
- Training
 - Nothing new to report
- Administration

- DOD Skill bridge program
 - The candidate's orders may be changing again, more info to follow.
 - Still setting up the program with the DOD.
 - Nothing new to report
- Apparatus
 - Engine 3
 - Waiting on parts.
 - Manual pump override.
 - Engine 2
 - It is at Legacy.
 - Tank is out, it is not Poly Bilt or UPF E-One manufactures tanks for a brief period, working on warranty with E-One.
 - Truck 1
 - Todd installed the new fuel gauge.
 - 3F29
 - Mirror motor on passenger side going out, will schedule repair.
 - 3F26
 - New tires installed.
 - Issue with from suspension, Legacy is working through the warranty with Braun and Liquid Spring.
 - 3F27
 - The rear touch screen is failing.
 - No longer in production, trying to source a used one.
 - \$5,000 to upgrade and replace through Horton.
 - Brush 2
 - Having issues with the monitor that is mounted on the front. Looking into solutions.
- **DIVISION CHIEF BRAMLEY'S REPORT**
 - ESO and IDPH issues have been resolved working on correcting and resubmitting reports.
 - Made some adjustments to ESO to help with report writing.
 - AI Report writing has been added/opened in ESO.
 - NFIRS is going away December 31, 2025, and will get copies of our records from the system before the system is no longer accessible.
- **CLOSED SESSION**
 - ❖ No closed session during meeting.
- **ADJOURNMENT**
 - ❖ Motion to adjourn meeting at 1855 hours was made by Trustee Mueller and was seconded Trustee Bell; motion passed.

Perkins	yes	Mueller	yes	Bell	yes
---------	-----	---------	-----	------	-----

Minutes by Office Manager Kashima Stotts