

CHATHAM FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEE MINUTES  
August 12, 2025

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1730 hours.

- **ROLL CALL**

- ❖ Present were Trustee Perkins, Trustee Bell; Chief Self: Assistant Chief Bolletta: Division Chief Bramley; Lt. Damhoff; FF/EMT Bose; and Office Manager Stotts.
- ❖ Absent were Trustee Mueller

- **Public Hearing 30- minutes**

- ❖ Annual Budge and Appropriation Ordinance hearing for budget year, June 1, 2025, through May 31, 2026, was conducted and ended at 1800 hours. There were no public attendees during the hearing.

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of July 22, 2025, were presented for approval. Motion to approve the minutes was made by Trustee Perkins seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- ❖ Closed session minutes of July 22, 2025, were presented for approval. Motion to approve the minutes was made by Trustee Perkins seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- **TREASURERS REPORT**

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

|                                               | <u>07/22/2025</u> | <u>08/12/2025</u> |
|-----------------------------------------------|-------------------|-------------------|
| United Community Bank M/M                     | \$ 151,851.35     | \$ 76,026.28      |
| Bank & Trust M/M                              | \$ 1,484,222.85   | \$ 1,350,257.13   |
| Bank & Trust Pension                          | \$ 101,475.60     | \$ 110,790.58     |
| Bank & Trust Equipment Reserve Fund           | \$ 1203,176.66    | \$ 1,205,731.50   |
| Bank & Trust Real Estate Fund                 | \$ 800,656.15     | \$ 800,656.15     |
| Bank of Springfield CD Investment             | \$ 611,681.29     | \$ 614,078.02     |
| Bank & Trust Death Benefit Supplement         | \$ 20,671.28      | \$ 20,671.28      |
| Bank & Trust Foreign Fire Insurance Board     | \$ 40,437.94      | \$ 39,902.69      |
| Bank & Trust Foreign Fire Insurance Board MM  | \$ 35,350.36      | \$ 35,425.43      |
| Bank & Trust Donations & Memorial Fund        | \$ 2,642.15       | \$ 3,031.93       |
| Chatham Fire Department Volunteer Account     | \$ 8,314.25       | \$ 8,314.25       |
| Bank & Truste Foreign Fire Insurance Board CD | \$ 81,833.12      | \$ 81,833.12      |

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

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

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | 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 with Central Roofing and 50% down payment to begin repairs was discussed and . Presentation was made by Justin Gordan regarding the repair to the roof, Trustee Perkins made a motion to approve the downpayment and roof repair and was seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
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- **NEW BUSINESS:**

- ❖ Discussion / Approval of Vendors List was discussed; Trustee Bell made a motion to add the new vendor to the list and was seconded by Trustee Perkins; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- ❖ Discussion / Approval to adopt the Ordinance 25-002 Budget and Appropriation for the Chatham Community Fire Protection District for the fiscal year Jun1, 2025 through May 31, 2026, was discussed, Trustee Bell made a motion to adopt Ordinance 25-002 and was seconded by Trustee Perkins; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
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- ❖ Discussion / Approval to bring on Ems only volunteer Chelsea Fehring effective August 13, 2025, was discussed, Trustee Perkins made a motion to bring on Chelsea Fehring and was seconded by Trustee Bell; motion passed.

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|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- ❖ Discussion / Approval to offer employment to two new hire candidates, Hunter Voll and Kenneth Grimm with an effective date of August 11, 2025, was discussed, Trustee Perkins made a motion to offer employment to Hunter Voss and Kenneth Grimm effective August 11, 2025, and was seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
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- ❖ Discussion / Approval to renew the annual Amazon Prime membership in the amount of \$349.00 was discussed, Trustee Bell made a motion to approve the renewal of Amazon Prime membership and was seconded by Trustee Perkins; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- ❖ Discussion / Approval to purchase nameplates, badges and collar insignia for the new hires, EMS only volunteers and storage in the amount of \$1,748.00 was discussed, Trustee Perkins made a motion to approve the purchase of nameplates, badges and collar insignia and was seconded by Trustee Bell; motion passed.

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|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- ❖ Discussion /Approval to purchase ESO Properties in the amount of \$627.00 and Fire Setup & Online Training in the amount of \$595.00 was discussed, Trustee Perkins made a motion to approve the purchase of ESO Properties and Fire Setup and Online Training and was seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
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- ❖ Discussion / Approval to sponsor a hole at the Chamber annual golf outing September 11, 2025, was discussed, Trustee Perkins made a motion to approve the sponsorship of the hole from the Donation and Memorial fund in the amount of \$150.00 and was seconded by Trustee Bell ; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
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- ❖ Discussion / Approval to pay for hotel accommodation for Assistant Chief Bolletta in the amount of \$159.53 from August 26-27, 2025, for a course in O’Fallon was discussed, Trustee Perkins approved the hotel accommodation for Assistant Chief Bolletta and was seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- ❖ Discussion / Approval to purchase LED scene light upgrade for Truck 1 from Mac’s Fire and Safety in the amount of \$7,466.00 was discussed, Trustee Perkins made a motion to purchase the upgrade in lighting and was seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- ❖ Discussion / Approval to purchase (5) five desktop cradles for G-4/G-5 Unication pagers from GTSI in the amount of \$495.00 was discussed, Trustee Perkins made a motion to purchase the 5 desktop charging cradles and was seconded by Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Report given by Chief Self
  - Nothing to report.

- **PENSION BOARD:**

- ❖ Discussion by Division Chief Bramley
  - Approved to move money but have not moved funds yet will check to see the status of moving the funds
  - We will have everything to the accountant for the actuarial soon.

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Lieutenant Faloon
  - Discussion on payment for new apparatus items that we agreed to purchase.

- **CHIEF SELF’S REPORT**

- Personnel and Committees
  - Current employees (approved classes)

- Self to CRR conference 9/16
    - Bolletta to O'Fallon for Complex Incidents class 8/26-8/27
    - Stanfield to O'Fallon for Fire Inspector Safety Officer class 11/3-11/5
  - Recruits
    - Started 8/11
    - Leave for academy 8/24
- Firehouse issues
  - Existing
    - Bob Bose is sketching out a plan for the kitchen/day room layout
    - One bid for bunkroom bath remodel is in, waiting for two more
  - 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 needs for new house
    - Engine \$1,000,000+
    - Brush Truck \$250,000
    - Tanker \$600,000
    - Ambulance \$500,000
    - EMS vehicle? \$85,000
- Computers
  - Microsoft will not be doing security and feature updates, or support computers running Windows 10 Several as of 10/14/2025. Intuit is also recommending updates to Windows 11 for security.
    - AHATC, DC Bramley, Shift 1, Shift 3 desktops are not able to upgrade
- Apparatus
  - Current Apparatus
  - New apparatus equipment
    - New Engine 1 arrives in 2025
      - AC received bids for equipment needed before rig goes to Fire and Marine for customizing
      - Rig will be at Fire and Marine for 4-6 weeks possibly
      - Will need to go to Legacy for radio and other installations
- Grants
  - Submitted a Fire Prevention grant application for a new sign out front
    - 2023 awards started in early August
    - AFG awards started this week last year
  - OSFM Small equipment grant received \$24,575.00
  - OSFM Training reimbursement received \$16,388.48 20% of claimed

## • ASSISTANT CHIEF BOLLETTA'S REPORT

- Grants
  - AFG – Nothing new to report.
  - NHTSA – Nothing new to report.
  - IPRF - Nothing new to report.
  - DECO- Made it thru round 1 and into round 2.
- Radio System/Radio's/Pagers/Computers
  - Lenovo Tablet
  - Received and awaiting programming from Schlage/Allegion on 08/19
  - Starcom Radios

- Waiting on radio ID for station alerting radio.
    - Nothing new to report
  - Will be working on a new portable radio policy for the department.
    - Nothing new to report
  - Pagers maintenance
    - New pager programming in process.
- Training
  - Nothing new to report.
- Administration
  - DOD Skillbridge Program
  - Nothing new to report.
- Apparatus
  - Engine 2
    - Battery charger installed 08/11/2025
  - Engine 3
    - At Lockwood for rear axle seal and brakes
  - Truck 1
    - Scene lighting quote
  - 3F29      Repaired and back in service
  - 3F26
    - Intermittently shakes in front end.
      - Under warranty and will go in soon once 27 is back.
  - 3F27
    - In the shop for repairs and oil change.
  - Brush 1
    - Lockwood repaired and is now back in service.
  - Brush 2
    - Having issues with the monitor that is mounted on the front. Looking into solutions.
- Other
  - Emergency tree removal is mostly complete and waiting on grinding
  - Tires
    - Waiting on additional quotes.
  - Rig WIFI
    - Struggling with the wifi pucks, Lt Damhoff is researching options.
- **DIVISION CHIEF BRAMLEY'S REPORT**
  - Grain bin training is scheduled for September.
  - Had a meeting with a new billing company wasn't overly impressed.
  - IFSI is where we will be doing this year's annual fire training.
  - We had some trouble with the air compressor, troubleshooting and will see if we can fix it in-house.
  - Compressor bottles and truck are due for hydrotesting.
  - Will be out of the office next week for family issue.
- **CLOSED SESSION**

- ❖ Motion to go into Closed Session at 1905 hours to discuss Employment / Appointment matters in accordance with (5 ILCS 120/2) (c) (1) was made by Trustee Mueller and seconded by Trustee Perkins; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

- Closed session ended at 1950 hours.
- Nothing to bring for closed session.

- **ADJOURNMENT**

- ❖ Motion to adjourn meeting at 1950 hours was made by Trustee Mueller and was seconded Trustee Bell; motion passed.

|         |     |         |        |      |     |
|---------|-----|---------|--------|------|-----|
| Perkins | yes | Mueller | absent | Bell | yes |
|---------|-----|---------|--------|------|-----|

Minutes by Office Manager Kashima Stotts