

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

May 7, 2024, 6:00 p.m.

Germantown Hills Fire Protection District Board:

Present:

Christopher Lee, President
Bruce Mathes, Treasurer
Greg Neaveill, Secretary

Absent:

Officers/Staff also present:

Chip Wilmot, Fire Chief
Kevin Meyer, Asst. Chief
Mark Shaw, Asst. Chief
Jai Windish, Division Chief-EMS
Chad Dawson, Asst. Chief

Absent:

Ryan Williamson, Division Chief/Administrator

1. Call to Order and Roll Call- Christopher Lee called the regular meeting to order at 6:01 p.m. and roll call was taken.

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

- a) **Regular Meeting of April 2, 2024-**A motion was made by Christopher Lee to approve the regular meeting minutes from April 2, 2024. The motion was seconded by Bruce Mathes. All yeas and no nays. Motion passed #1.

3. Public Comment on Agenda and Non-Agenda Items and Correspondence- Ann Doubet gave the update on the village grants.

4. Discussion and possible action regarding appointment of new Board of Trustee Secretary.

A motion was made by Christopher Lee to appoint Greg Neaveill as the Board of Trustee Secretary. The motion was seconded by Bruce Mathes. All yeas and no nays. Motion passed #2.

5. Officers Report

Chip Wilmot gave his report including the run report and equipment updates. The May training will be on pumping operations and water supplies. The house burn went well on April 20th.

Mark Shaw stated the house burn went well and they are going to start working on the inside of the storage containers.

Kevin Meyer reported the oil will be changed in one of the ambulances.

Jai Windish updated the board on the reporting and the need to add a secondary person.

Chad Dawson reported the printer server was down for a few days, but it has been fixed.

6. Old Business

a) **Discussion and possible action regarding scope of Decennial committee's activities.**

Christopher Lee stated Kelly Thannum has asked to remain on the Decennial Committee to help out. The board agreed.

b) **Discussion and possible action regarding bookkeeping and payroll service provider.**

Christopher Lee asked if things are going well. Ann reported she wasn't set up correctly in the system in order to gather reports, but they have made the change. Currently everything else appears to be working well.

c) **Discussion and possible action regarding Paid Leave for All Workers Act.**

Bruce Mathes will follow up with the attorney to see what needs to be done.

d) **Discussion and possible action regarding Human Resources Policies.**

This was tabled for now. Christopher Lee stated this still needs to be done.

e) **Discussion and possible action to review budget line-item amounts and adjust as needed.**

Bruce Mathes explained the accounts that need to be adjusted. The following transfers will be made:

Fire-\$9,203.69 from 120-Maint-Vehicle with \$5,844.62 going to 20-Insurance and \$3,359.07 going to 15-Compensation. \$44,000.00 from 190 New-Equipment to 15-Compensation.

EMS-\$66,000.00 from 220-Ambulance. Equip and Supplies to 210-Amb. Compensation. 245-Contingent and Misc move \$2,190.74 to 210-Amb. Compensation.

A motion was made by Christopher Lee to reallocate the funds for the end of the fiscal year as indicated by Bruce Mathes. The motion was seconded by Greg Neaveill. All yeas and no nays. Motion passed #3.

7. New Business

a) **Discussion and possible action regarding Annual Confirmations of Appointments, Payroll and Business Services Providers, Agreements, Media, Apparatus and Meetings.**

Kelly Thannum had attended some training that recommended the district do this each fiscal year. Christopher Lee had put the document together.

Chad Dawson recommended adding staff names as well.

A motion was made by Christopher Lee to approve the Annual Confirmations and Business Matters Documentation. The motion was seconded by Bruce Mathes. All yeas and no nays. Motion passed #4.

- b) **Discussion and possible action regarding software renewal of Image Trend Billing Bridge.** This was tabled until the next meeting.

8. Human Resources-None

9. 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 Bruce Mathes. All yeas and no nays. Motion passed #5.

- c) **Review of Financials**

Bruce Mathes gave an update on the financials.

10. Secretary Report

- a) **Review upcoming key dates, submissions, and Annual Schedule of Activities-**Greg Neaveill reviewed the upcoming key dates and submissions.

- b) **Review matters to be placed on the agenda for the next meeting**

Greg Neaveill and Chris Lee determined which items needed to be on the next agenda.

11. Meeting Schedule-The next meeting is on June 4, 2024, at 6:00 pm.

12. Adjournment-A motion was made by Bruce Mathes to adjourn the meeting at 7:03 p.m. The motion was seconded by Greg Neaveill. All yeas and no nays. Motion passed #6.

Ann Doubet, Administrative Clerk