

***Rochester Fire Protection District***  
***700 East Main Street, Rochester, Illinois***  
***Meeting Minutes***

May 13, 2020

**NOTICE**

The May the 13<sup>th</sup> Meeting of the Board of Trustees of the Rochester Fire Protection District was conducted by way of video conferencing. Board members and technical assistance that were on premise maintained “Social Distancing”, use of “Personal Protective Devices and Directives” at all times during the meeting. This action was in accordance with Directive Numbers 2020-32 and 2020-33, by the Governor of The State of Illinois. Detailed instructions for public access are posted adjacent to the Meeting Agenda and posted for public view in the outer foyer of the Rochester Fire House 700 East Main Rochester, Illinois.

**I. Call to order**

The Meeting was called to order at 7:01 pm by Rochester Fire Board President Bill Riggs on premise of the Rochester Fire House. Also present on premises was Trustee Leonard. Due to a technical problem, Trustee Fairchild was on premise but was not connected to the presentation through audio or video connection. Responses by Trustee Fairchild were verified through President Riggs.

**II. Roll call**

Trustee Secretary Fox conducted roll call remotely. The following Board members were present: President Riggs was **Present** (Rochester Fire Station), Trustee Treasurer McBride; **Present** (remote), Trustee Secretary Fox; **Present** (remote), Trustee Fairchild; **Present**(Rochester Fire Station presence verified by President Riggs), Trustee Leonard **Present**(Rochester Fire Station). Also present was Chief Archer (remote) and David Livingston (remote)

**III. Opening April Meeting**

At that time, the April Business Meeting was opened which had been previously recessed to this date due to the COVID-19 virus situation. That meeting was closed at that time in accordance with the Governors Directive 2020-07. That meeting was opened and adjourned with no other actions taken.

**IV. Review and Approval of Minutes**

**February Minutes:** Motion for the approval of the February Minutes was made by Treasurer Trustee McBride, second was made by Secretary Trustee Fox. No discussion requested with all voting in favor, none opposed, February minutes stand as presented.

**March Minutes:** Trustee Secretary Fox made Motion for the approval of the March Minutes second by Trustee Leonard. No discussion requested with all voting in favor, none opposed, March minutes stand as presented.

**V. Treasurers Report**

Treasurer’s report was presented by Trustee Treasurer McBride (Remotely). Motion for acceptance was made by Trustee Leonard and seconded by Trustee Secretary Fox. No discussion requested with all voting in favor, none opposed. Treasures Report stood as presented.

## VI. Chiefs Report

Presented by Chief Archer (Remotely)

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- RFPD has received numerous cards (including donations) for providing April Children's birthday drive byes to ease the stress of COVID 19 issues. Lots of good public relations and community/district awareness to our cause and willingness to be a big part of our community and district has come from this opportunity.
- RFPD is conduction member training via on-line conferencing due to the current situation. This has proven to be very effective by maintaining our readiness status, when other departments have cancelled all training due to lack of resources or ability to provide this type of training.
- 2020 Hydrant Painting Project resumed. Currently several civic organizations and the high school Club U are participating toward the goal of painting 100% of the village owned hydrants with the new paint scheme.
- Coordination of testing of South Sangamon Water District hydrants has been obtained and will coordinate getting their hydrants tested. This will benefit our next ISO re-rating review.
- RFPD has been conducting continuous updates for members relating to new response policies, PPE policies, and issues related to COVID 19. All pertinent advisory postings and IDPH and IDOL are being forwarded.
- Chief has attended daily and weekly webinars from various agencies, including IDPH, MABAS 48, CDC and IL Fire Chiefs Association related to ongoing updates to COVID 19.
- Chief has met with engineers and construction staff regarding Coe Commons construction and east side development over the last few weeks.
- Chief met with OSEM regarding fire code compliance for new construction and development and periodic review of construction plans.

April Calls:

29 EMS

12 Fire

41

4 Training Sessions

29 Special Duties.

Trustee Leonard expressed that it was hard to miss the involvement the Firefighters had in providing the small "Parades" for children of the community that were not able to celebrate their birthdays due to the COVID virus and its social distancing. He further stated there were numerous comments he had received from people of the community in support of the Firefighters that amid the situation them taking of their personal time to provide this joy to these children. President Riggs, Trustee Fox and Trustee McBride also voiced their thanks to all the men and women of the RFPD for their extra added support and attention they were giving their community.

President Riggs gave special mention to Firefighter Nick Trader for the IT (Information Technology) assistance he has provided the Rochester Fire Protection Districts. His technical expertise is ongoing

in providing many facets of media assistance to include the video conferencing and other Information Technology assistance to the district. A special thanks goes out to Firefighter Trader!

**(Chiefs Report Cont.)**

Chief Archer presented The Chief's report (Remotely). Motion for acceptance of the report was made by Trustee Treasurer McBride and seconded by Trustee Secretary Fox. No discussion requested with all voting in favor, none opposed. Chief's report stood as presented.

**VII. Old Business**

1. Purchasing Restriction –A.E.C Fire Safety

President Riggs addressed a letter from the district's attorney addressing the possible conflict of interest between the Fire District personnel and A.E.C Fire Safety. According to the communications with the Attorney for the Rochester Fire Protection District; in reading over 70 ILCS 705 of the Illinois Fire Protection District Act ; *"the basic rule under Section 4 of the Illinois Fire Protection District Act, says that no trustee or employee of the District shall be directly or indirectly interested financially in any contract work or business with the district. There is a general rule exception that lists 5 criteria that must be met for an exception. Accordingly it is our Attorney's recommendation that the district discontinue making purchases from A.E.C Fire Safety/ Security at this time."*

President Riggs pointed out that it was never a "criminal" intent and that over the years A.E.C has gone out of their way to bring good service to the department by demonstrating and allowing the members to use different types of equipment before purchase. A.E.C Fire Safety has provided a tremendous service to the department and it is with great regret that the law does not allow us to continue that relationship with such a small town business to work in our favor. In the long run, it will cost the department concededly more to obtain the service and equipment previously provided by A.E.C Fire Safety.

**VIII. New Business:**

1. Approval for the payment of April Expenditures:

Motion was made by Trustee Treasurer McBride for the payment of the April bills. Motion was seconded by Trustee Secretary Fox. No discussion was requested with all member voting for approval. Motion for payment of the April 2020 bills stand.

2. Approval for payment of May Expenditures:

Motion was made by Trustee Secretary Fox for the payment of the May bills. Motion was seconded by Trustee Treasurer McBride. No discussion was requested with all member voting for approval. Motion for payment of the May 2020 bills stand.

4. Springfield Annexation:

Notice was given to the Fire Protection District that a portion of property off of East Lakeshore Drive, specifically off of Green Castle Circle was annexed to Springfield. No action needed in the matter.

5. Tentative Budget/Appropriation Ordinance 2020-RFPD-1:

Motion was made by for the approval of Tentative Budget/Appropriation 2020-RFPD-1 was mad by Trustee Treasurer McBride. Seconded by Trustee Leonard. There was no request for discussion or questions. A poll vote of Trustees was taken with President Riggs voting **YES**, Trustee Leonard voting **YES**, Trustee Treasurer voting **YES**, Trustee Secretary voting **YES**, and Trustee Fairchild voting **AYE** confirmed by President Riggs.

6. Lock work and maintenance on station door:

After numerous unsuccessful attempts to retrieve outstanding keys that were lost or in the hands of past members, Chief Archer after conferring with President Riggs and Trustee Leonard on the matter recommends rekeying the locks. He further recommended adding additional key pads to the four apparatus doors to work in conjunction with the current keypads to allow quick access to the apparatus bay. Additionally, digital locks will be installed on the office doors. A bid has been requested with A-1 Lock Service who has over the years worked on the Fire House keying/access system and comes highly recommended. A-1 responded with a quote of \$ 5635.00. Contact of a second vendor has been made, but has at this time not yielded a quote.

Trustee Fairchild recommended that the individuals that are entering the Fire House without permission be contacted and advised to cease and desist.

Trustee Fairchild made a motion, which was second by Trustee Leonard to approve A-1 Lock Company's proposal of \$5635.00 unless there is an addition bid for the same work and materials at a significantly lower price.

No further discussion was requested of the matter. A poll vote of Trustees was taken with President Riggs voting **YES**, Trustee Leonard voting **YES**, Trustee Treasurer voting **YES**, Trustee Secretary voting **YES**, Trustee Fairchild voting **AYE** confirmed by President Riggs.

**IX. Member or Public Comment:**

**None requested**

**X. Adjournment**

Motion was made for adjournment by Trustee Treasurer McBride Fox and second by Trustee Secretary Fox, all voted in favor. Next Regular Meeting will be at 7:00 pm on Wednesday June 10, 2020 at the Rochester Fire House. At this time it is undetermined if the meeting will be through video conferencing. Notice will be posted next to the Agenda in the outer foyer of the Fire House