

Rochester Fire Protection District

700 East Main Street, Rochester, Illinois

Meeting Minutes

November 13, 2019

I. Call to order

President Riggs called to order the Regular Business Meeting of the Rochester Fire Protection District and at 7:00 p.m. on November 13th, 2019 at the Rochester Firehouse.

II. Pledge of Allegiance

III. Roll call

Trustee Fox conducted a roll call. The following board members were present: President Riggs, Treasurer McBride, Secretary Fox, Trustee Fairchild and Trustee Leonard. Also present was Chief Archer

IV. Review and Approval of minutes from last meeting

Minutes from the November 13, Regular Meeting were presented by Secretary Fox. Trustee Fairchild made a motion to approve the minutes, second by Trustee McBride. No discussion requested. Unanimously approved.

V. Auditors Report

A Partner of Certified Public Accountants Eck, Schafer and Punke, LLP presented an overview of the Rochester Fire Protection Districts 2019 Independent Audit and required "***Communication Letter.***" The Communication Letter outlined any required information items that the Auditors felt the Board needed to be aware of. The items are communicated in this letter along with the *Auditors Standards Generally Accepted in the United States of America, The Planned Scope and Timing of the Audit and Significant Audit Findings.*

The presenter stated that the audit went very smoothly with a few minor recommendations and/or changes, which did not reflect any changes in the Audits overall computations. They did not observe any difficulties or disagreements. The Auditor also observed and noted that the internal controls that were in place were very effective in controlling any possibilities of deficiencies. It was recommended that the internal controls in place remain and continue as they are..

President Riggs stated that the presentation was very helpful and a first for the district. Previous Auditors had dropped off the reports and did not offer to present them openly to the Board in an open meeting..

VI. Treasurer's Report

Treasurer McBride presented the Treasurer's report as of Fiscal Year to Date. Trustee Fox made a motion to accept the Treasurer's report as presented, second by Trustee Leonard. No discussion requested. Unanimously approved.

VII. Chief's Report

Presented by Chief Archer;

- October 4, 11, 18th RFPD hosted IDOT car safety seat certification classes at the station
- October 12 RFPD assisted Rochester Police Dept. with Elmcroft/Wyndcrest neighborhood social event
- October 13-16 Chief attended IL Fire Chiefs Conference, Peoria, IL

- October 18 RFPD assisted Rochester Police Dept. with Oak Hills neighborhood social event
(Chiefs Report Cont.)
- October 20 RFPD hosted the Operation Home Town Santa Fall Festival at the station. We also incorporated fire safety and EMS awareness.
- October 22 Chief and 1 member attended the quarterly MABAS 48 and Sangamon County Chiefs meeting in Springfield.
- October 24-26 Chief attended IL Firefighters Down and Dirty annual training conference at IFSI, Champaign, IL
- October 29 RFPD attended Trunk or Treat at Beginning Steps Daycare.
- November 5 WICS Channel 20 has begun a series of public awareness news reports relating the life of a firefighter, using RFPD staff and training events to show the public what it takes to be a firefighter and training involved.
- November 5 ISO review has been returned. RFPD maintained our current rating. 5/5Y. We gained points in several areas of inspection.

Notes: The current HVAC contractor is recommending replacing 3 of the HVAC units on the north end of the station due to on-going problems and maintenance issues. They are willing to replace all 3 internal furnace units at the same time, and replace the outside condenser units at a separate time to help alleviate costs. We have spent money on repair costs for freon to the outside condenser units regularly. The units are original units from station construction. We have replaced other units due to the same issues.

October Calls:

36 EMS
 9 Fire
 45

4 Training Sessions

1 Special Duty

President Riggs requested a break-down on the replacement costs of the furnaces doing two verses three units which would help to determine if the repair would be required to go out for bid. Trustee Leonard requested that since we are looking at new units that we also get another bidder.

Trustee Leonard made a motion to accept the Chief's report as presented, second by Trustee Fox. Unanimously approved.

VIII. Old Business
Nothing to report

IX. New Business

Approval and Authorization of Purchases:

Motion was made by Trustee McBride and seconded by Trustee Fox for the approval of the payment of expenditures for the month of October. No discussion was requested. Motion was unanimously approved.

Adoption of 2019 Tax Levy:

Presented by Treasurer McBride the 2019 Tax Levy to be filed by December 31 but since this is New Year's Eve, it will be necessary to have completed and filed no later than December 30th, 2019. The Tax Levy as prepared by Jim Sinclair the Districts Legal Representative was prepared based on reviewing the 2018 Tax Extension Report and Equalized Access Evaluation. The 2019 Tax Levy is based on a 5% overall increase based on the levies as following: General Fund: \$ 533,766.00, Insurance: \$ 50,000.00 and Audit \$6,000.00 with a total of \$ 589,766.00.

Motion was made by Trustee Fairchild to accept the 2019 Tax Levy as presented and seconded by Trustee Leonard. No further discussion was needed or requested, the motion was unanimously approved.

Farming Agreement

President Riggs was contacted by the individual that had been farming the recently purchased ground behind the Fire Station and was inquiring as to the Fire Protection Districts intent on its planned use. President Riggs informed the individual that the Board had not at this point made a decision as to its use. The individual is currently farming the property and offered to continue on a 50/50 crop share program. Overall costs will be taken out of the profit at the end of the year and that amount will be split between the District and the individual.

Trustee Fairchild made motion to accept this agreement and seconded by trustee Leonard. No further discussion requested and motion was passed unanimously. President Riggs will notify the individual.

HGAC Introduction

President Riggs presented information on Houston –Galveston Area Council (HGAC), a nationwide government procurement service which makes the governmental procurement process more efficient. Units of local government, including non-profits providing governmental services, are eligible to become participating members of the HGAC Cooperative. HGAC has gone out and taken comparative bids on hundreds of pieces of equipment thus eliminating the bid process for many types of equipment. All contracts available to participating members of HGAC have been awarded by virtue of a public competitive procurement process compliant with state statutes. President Riggs felt that the program would simplify any acquiring and purchasing of new vehicles and/or apparatus. The information and contracts were presented to the Districts legal representative and received their approval. Chief Archer noted that the program has been used by several other agencies with no negative experiences noted.

Motion was made by Trustee Leonard to utilize the HGAC Cooperative in acquiring new vehicles/apparatus. Motion was second by Trustee McBride. No further requests for discussion were made with a unanimous vote to approve.

Apparatus Work Group Report

Captain Sunderland provided a written report from the work group formed to research various fire apparatus manufacture. The work group was comprised of himself and three other department members. Their primary assignment was to discussion and research the construction of a new "First Out" apparatus. Captain Sunderland pointed out that "basic" requirements were established as a foundation to begin a

comparable beginning bid process. These requirements are subject to change during the different stages until a final “spec vehicle” and vendor is established.

(Cont: Apparatus Work Group Report)

After conferring with several vendors, the work group concluded and recommended the Board allow them to proceed to the design phase of an apparatus built by Sutphen Fire Equipment and purchased through the Houston-Galveston Area Council (HGAC) Program.

Other apparatus and vehicle needs were addressed with the work group and the Board but will be addressed later. Current concentration is on this specific request at this time.

A motion was made by Trustee McBride and Seconded by Trustee Fox to proceed with the work groups recommendation. No further discussion was made and unanimous vote Captain Sunderland will provide an updated report of estimate and design to the Fire Board at its December meeting.

Jackets for Members

President Riggs made mention that with all the activities that the Department Member were involved in with other agencies, blood drives and public relations activities. The Department Members are expending a tremendous amount of good will throughout the community over and above responding to Calls to Service. President Riggs conferred with Chief Archer as to a token of thanks and good will we could do for the members. Chief Archer mentioned a nice Departmental embroidered jacket would be a good idea. Motion was made by President Riggs to allow \$ 1,400.00 for the purchase of the jackets. Motion was seconded by Trustee Fox with no additional discussion requested and unanimously approved by the board.

X. Request for Closed Session IAW 5ILCS 120/2 (c)1 5 ILCS120/2 (c) (21)

XI. Return from closed session

Secretary Fox took roll at 9:26 PM. President Riggs, Trustee Leonard, Treasurer McBride, Trustee Fairchild and Secretary Fox all present

President Riggs stated that he had presented two handouts. 1: Monitors and 2: Fans. Information for Board members to review and discuss the purchase of Replacing 2 Cardiac Monitors and Fans for cooling and recirculation of air in the bays. Department members are to introduce particulars on the equipment and numbers needed at the December meeting.

Trustee Leonard presented results of closed session. Board granted a 12 Month (1-year) “**Leave of Absence**” to a department member to include active member affiliation for training. Motion was made by Trustee Leonard and Second by Trustee Fox. Vote was taken with unanimous approval.

XII. Adjournment

President Riggs made request for motion for adjournment. Motion was made by Trustee Fox and seconded by Trustee McBride.

The next Regular meeting will be held at the Rochester Fire House on December 11 th at 7:00 PM.

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