

# ***Rochester Fire Protection District***

*700 East Main Street, Rochester, Illinois*

## ***Meeting Minutes***

July 10, 2019

### **I. Call to order**

President Riggs called to order the Open Public Hearing on the Annual Budget and Appropriations Ordinance and Regular Business Meeting of the Rochester Fire Protection District and at 7:00 p.m. on July 10, 2019 at the Rochester Firehouse.

### **Pledge of Allegiance**

### **II. Roll call**

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

### **Presentation:**

Presentation was made of a plaque to Tim Cravens for his 12 years of service as a Trustee of the Rochester Fire Protection District. His work as Treasurer and advisor was very beneficial in maintaining financial stability of the Rochester Fire Protection District.

### **III. Review and Approval of minutes from last meeting**

Meeting minutes from the June 10th meeting were presented by Secretary Fox. Treasurer McBride made a motion to approve the minutes, second by Trustee Leonard. No discussion requested. Unanimously approved.

### **IV. Treasurer's Report**

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

### **V. Chief's Report**

Presented by Chief Archer;

June 21 RFPD Safety presentation to Beginning Steps Day Care, Chief Archer and 2 members attended.

June 26 – 28 Chief Archer attended Illinois Association of Fire Protection Districts Conference, Peoria, IL.

July 4 RFPD was represented in the Rochester 4<sup>th</sup> of July Parade and hosted a Fire Department Police Department social event at the Fire Station following the parade.

July 13 Hosting the "Prairie & Farm Fields" Rochester Sesquicentennial Event at the Rochester Fire House.

**(Chiefs Report Continued)**

June Calls:

37 - EMS  
10 - Fire  
1 - Car accidents  
48 Total calls

5 Training sessions  
3 Special Duty

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

**VI Old Business**

**Engineering project:**

Suggestion was made to contact the original engineering firm that was involved in the construction and layout of the Fire House. President Riggs will set up a meeting with that engineering firm and contact board members as to the date of the special meeting.

Further discussion was made by the board as to status of the drainage into the ponds, the drainage pond needs and the information the board wanted to decipher from the special meeting with the engineering firm. Board further discussed possible future use of the newly acquired land behind the drainage ponds.

**Newly Acquired Land Corn Crop:**

Trustee Fairchild presented that he had been in contact with the Heartland AG Groups Farm Manager who is working with the current individual farming the Fire Protection District newly acquired land behind the fire station. They are currently in a "50/50" crop sharing agreement with the individual. It was stated that this type of arrangement with the farmer and Fire Protection District due to the size of the property would be "problematic" and did not suggest this arrangement. Trustee Fairchild and the Heartland Farm Manager agreed that entering into a Cash Rent agreement would be better for the district's needs. This will be determined at the end of this year.

**VII. Public Hearing Questions Session concerning the Proposed Annual Budget and Appropriation Ordinance**

No public questions or concerns noted or expressed.

**VIII. New Business**

**Approval of Banking Authorizations:**

"Entity Authorization Form" sent by the bank and reviewed by Fire Protection District Attorney. The form was returned with an explanation and note as to who was to be included in the form and at what capacity. Rochester Fire Protection District requires two Trustee signatures on all Fire District checks.

**New Business Cont:**

Motion was made by Trustee Leonard and seconded by Trustee McBride to approve and process the Banking Authorizations Form as suggested by the districts attorney. A Roll Call vote was taken with all Trustees in favor with no discussion requested.

**Adoption of the Annual Budget and Appropriation Ordinance “2019RFPD-2”:**

Adoption on the Budget and Appropriations Ordinance # 2019RFPD-2 with a revision of \$ 273.00 was made by Trustee McBride and Seconded by Trustee Fox. No discussion was requested. A Roll Call Vote of all Trustees was made with a unanimous approval and motion passed.

**Auditing Firm Bids:**

Request for bid was sent to 6 firms and 2 bid proposals were returned. Two auditing firm bids were reviewed. After discussion was made concerning pros and cons of both firms, motion was made to accept the bid from the firm of Eck, Shafer and Punke by Trustee McBride and seconded by Trustee Fox. A Roll Call vote of all Trustees was made with unanimous approval with no further discussion requested.

**Policy Revisions:**

Chief Archer along with a committee from the department are working on reviewing and updating some of the Policies and Procedures of the department. Some of those deal with discipline of department members. Trustee Leonard recently attended a course “Responsibilities and Liabilities” in dealing with such matters as Discipline, at the recent Illinois Association of Fire Protection Districts Conference in Peoria. Since all disciplinary actions are to go through the Board of Trustees in Closed Session, President Riggs requested that Trustee Leonard be a part of that committee reviewing and revising Policies and Procedures as a representative of the Fire Board. Trustee Leonard is to be put in contact with meeting with the committee.

**IX. Public Comment**

The local 4 H organization leader providing a food stand at the “Prairie & Farm Fields” Rochester Sesquicentennial Event at the Rochester Fire House requested that they be allowed to bring a freezer to the Fire House before the event. Items are to meet food preparation requirements and may be inspected by health officials. The request was granted and she will be in contact with Department officials to arrange a time to deliver the needed items.

**X. Request to go into Executive Session:**

Motion was made by Trustee Fairchild to go into Closed Session on a Personnel matter IAW 5ILCS120/2C1. Motion was seconded by Trustee Leonard with a unanimous vote by all members.

**XI. Return from Closed Session**

The regular meeting reopened at 8:04 pm. Trustee Fox conducted a roll call. The following persons were present: President Riggs, Trustee Fairchild, Trustee Leonard, Trustee Cravens and Trustee Fox also present was Chief Archer.

No action was needed as a result of the Closed/Executive Session.

**XII. Adjournment**

Request for adjournment was made by President Riggs, motion for adjournment was made by Trustee Fox and seconded by President Riggs At 8:18

The next regular meeting will be September 11th, 2019 at 7 pm.

**Rochester Fire Protection District**